

Displays and Exhibits Policy

1. The Towanda District Library maintains bulletin board and exhibit space for the purposes of featuring library materials and programs, providing information about community groups, and exhibiting works of individual artists, community groups, crafts people, and collectors.
2. Applications for the use of the bulletin board or exhibit space must be filled out at least 1 week prior to the preferred exhibit date.
3. The Library Director will reserve the right to screen potential displays and exhibits based on type, suitability, quality and space requirements. Any brochures or accompanying materials must also meet approval of the Director.
4. It is the policy of the Library not to advertise commercial endeavors unless the project is specifically related to the goals, mission, and values of the library. No advertising of a political, religious or controversial nature will be displayed.
5. The library welcomes displays of general interest to the community as well as materials having a direct relationship to the purpose of the library.
6. The Library is not responsible for loss, theft or damage of exhibit materials while on display. The exhibitor is responsible for the property in the exhibit, including adequate insurance coverage and any other expense connected with the exhibit.
7. Any display or exhibit will be limited to 30 days. If the display or exhibit is not taken down before that time, the Library reserves the right to take it down. The Library also reserves the right to take it down before 30 days should the Library need the space for its own use.

Application for Exhibits

Date of Request: _____

Organization's/Individual's Name: _____

Contact Person: _____

Address:

Phone: _____

Describe the Exhibit:

Does this include brochures or flyers? _____

Number of Items: _____

Insurance Value (If Applicable): _____

Insurer (If Applicable): _____

Preferred Dates of Exhibit: _____

By his/her signature below, the exhibitor affirms that he/she has read and understands the Exhibits and Displays Policy of the Towanda District Library.

Applicant's Signature: _____

LIBRARY USE ONLY

Confirmed: _____

Dates to be Displayed: _____