

**SPRINGDALE PUBLIC LIBRARY**  
**Policies and Procedures**

**Display and Exhibit Space**

<b>Affects:</b> <b>All Functions</b>	<b>Effective Date:</b>	<b>Review Date:</b> January 15, 2003	<b>Number</b>
<b>Signature:</b> <b>Name:</b> <b>Title:</b>			

**A. Purpose**

The purpose of this policy is to clearly define the circumstances for display and exhibit activities.

**B. Policy**

All display and exhibit spaces in the library are designed to support the library's efforts to provide enlightenment and entertainment.

The Library adheres to the ALA Bill of Rights and the Statement on Exhibit Spaces and Bulletin Boards in establishing guidelines for use of these spaces.

All display and exhibit spaces are reserved for Library use first. When not used by the Library exhibit space is available on an equitable basis for use by outside nonprofit organizations, community groups, governmental agencies and individuals engaged in educational, cultural, intellectual, or charitable activities from the local community and the greater region defined as Northwest Arkansas.

Exhibits and displays may present a variety of viewpoints. The Library does not endorse, advocate, or proscribe the beliefs or viewpoints of topics that may be the subject of displays and exhibits.

The Library reserves the right to cancel an exhibit if the space is needed for Library use.

The Library reserves the right to remove items from display that are a risk to public health, safety, or welfare.

Exhibits may not advertise materials and/or services for sale. Exclusions to this rule may be made for exhibits by the Springdale Public Library Friends or Foundation.

Exhibits may not promote any current or pending ballot measure or political candidates.

The Library assumes no legal or financial responsibility for loss or damage to items loaned for display purposes unless other arrangements are made in advance with the Library.

Outside exhibitors assume responsibility for installing and removing the exhibit at the time and in the manner specified when the exhibit is scheduled.

Outside exhibitors assume responsibility for any damage to Library property resulting from their use of the facilities. The Library may assess charges for damage.

### **C. Applicability**

Individuals representing outside groups wishing to display at the Library are required to submit an application form to the Programming Coordinator.

Those who may object to the content of any exhibit held at the Library should submit their concern or complaint using the Request for Reconsideration form. The established process for determining the merit of any complaint set forth in this form is then set in motion.

### **D. Responsibility**

The Director is responsible for the administration of this policy and for establishing administrative procedures for its implementation. The Programming Coordinator is responsible for managing the effort among staff and interacting with the public.

### **E. Appendices**

**ALA Bill of Rights**

**ALA Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights**

**Exhibit/Display Application Form**

**Request for Reconsideration Form**