

BARTLESVILLE PUBLIC LIBRARY
EXHIBIT AND DISPLAY POLICY

Individuals and groups are encouraged to inquire about using exhibit spaces at the Bartlesville Public Library for educational, cultural, charitable, governmental, and civic purposes. Facilities are available on an equitable basis, regardless of the beliefs or affiliations of the individuals or sponsoring groups requesting their use. Because exhibits and displays are seen by anyone who walks into the Library, both children and adults, exhibits and displays must meet a *standard acceptable to the library*.

Exhibit and Display Spaces include the Large Exhibit Case in the front foyer, 2 Free-Standing Display Cases, and the Exhibit Wall located on the second floor.

GENERAL RULES:

No more than one exhibit for a given group or individual may be scheduled at one time.

The Library Director or designee will not allow displays, exhibits, etc., which are judged illegal, offensive, or inappropriate for a public library setting.

All exhibitors must complete the attached application for exhibit consideration. New applications are received until June 30th of each year for the following year's schedule. Applications are to be submitted to the Library's Administrative Services Department.

Exhibits shall be displayed for 1 month. Additional exhibit time may be granted by the Library Director or designee.

Exhibits requiring special on-site supervision become the responsibility of the exhibiting group or individual; the Library cannot be responsible for staffing an exhibit.

The Library will not engage in the sale of any items on exhibit. Any inquiries will be referred back to the exhibiting individual or group.

The sponsoring group or individual is responsible for creating the display, setting it up according to the schedule and removing it before the next scheduled display. If the exhibit is not removed by the end of the month, the Library has the right to remove the exhibit to make the space available for the next exhibitor.

Library/City of Bartlesville related exhibits will be given priority should space become limited.

The Library cannot be responsible for any materials lost or damaged during an exhibit's run, its mounting or dismounting.

The Library also reserves the right to review any publicity material prepared by the Exhibitor prior to the release.

PAGE 2
EXHIBIT AND DISPLAY POLICY

The use of library space to provide an exhibit for an individual or a group does not constitute an endorsement of that individual's or group's policies or beliefs.

Final submissions for all exhibits will be reviewed by the Library Director or designee.

Revised January 2019