

## EXHIBIT AND DISPLAY POLICY

The Starkville-Oktibbeha County Public Library System uses display cases and designated exhibit areas to further its mission of enriching the lives of our community by providing equitable access to diverse cultural and educational experiences. Priority for displays is given to library activities, then to exhibitors living or working in Oktibbeha County.

Individuals or groups may use display cases and exhibit areas subject to following conditions:

- The Library Director or designee must approve all materials for display or exhibit. The individual or organization responsible must provide background information at the time an application for display is submitted. Exhibits by commercial entities are permitted only with prior approval of the Library Director.
- Exhibits and displays must be informational and/or cultural in nature; those in the children's room must be of interest to and appropriate for children. Partisan or sectarian materials are not permitted. Displays which promote or endorse discrimination or harassment based on a person's race, color, national origin, sex, gender identity and expression, age, marital status, sexual orientation, familial status, veteran's status, disability or source of income will not be allowed. As the Library endeavors to present a broad spectrum of ideas and variety of viewpoints, material exhibited does not necessarily represent the view or imply the endorsement of the Library Trustees, administration, or staff.
- All items exhibited are done so at the owner's risk. The Library assumes no responsibility for security against theft or damage of any displayed material. Exhibitors, who must sign a release form to this effect, are asked to check their own insurance policies regarding theft or damage.
- Exhibits must have a title poster or other signage announcing the topic and the sponsoring individual or group. Additional explanatory material, labels, programs, and handouts require approval by the director/designee. The use of special lighting, A/V material or electronic media must be noted on the application and approved by the director/designee.
- Exhibit space is available for a period of time to be determined by the Library Director. In consultation with the Director/designee you will set times for exhibit/display installation and removal in advance.
- Exhibitors are responsible for properly displaying their items and for providing the needed tools and wire. The exhibitor is responsible for any damage to Library property.
- Exhibitors are encouraged to publicize exhibits in the local press after submitting all such releases to the director/designee for approval at least 3 weeks prior to publication. Mention of Starkville Public Library, Maben Public Library, Sturgis Public Library, or Starkville-Oktibbeha County Public Library System in the publicity must be limited to stating viewing dates, times and location.
- Any reception or related activity must have the express consent of the director/designee.
- The exhibitor or a responsible party representing the exhibitor must sign the application form and assume responsibility for compliance with this policy. The Library reserves the right to remove an exhibit if it interferes with the normal operation of the Library.
- Exhibit and Display spaces and their use are at the discretion of the Library Director.

Approved by SOCPLS Board of Trustees: May 23, 2022