

## MOUNT PROSPECT PUBLIC LIBRARY EXHIBIT POLICY

The Mount Prospect Public Library affirms Article 6 of the American Library Association's Library Bill of Rights:

Article 6: "Exhibit space should be made available 'on an equitable basis regardless of the beliefs or affiliations of individuals or groups'."

The Main Library has very limited space for freestanding exhibits. South Branch does not have available space for freestanding exhibits. Exhibits should be appropriate in scale, material, form and content for the library environment.

The purpose of freestanding exhibits is to allow not-for-profit agencies, governmental bodies, individual artists and collectors to exhibit items of artistic, educational, informational or cultural value to the community if floor space and other requirements meet library stipulations. Exhibits must be of community wide interest and compatible with library usage. The space may not be used for commercial ventures.

The Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of exhibit spaces. The Library has the right to review the materials in advance. The Library's decision on what will be displayed in its exhibit spaces shall be final.

The Library does not endorse the beliefs or viewpoints of the topics which may be the subject of exhibits. The Library does not accept responsibility for ensuring that all points of view are represented in a single exhibit.

### **Guidelines:**

Applicants must reserve the space in advance by filling out an Exhibit Agreement and explaining in detail the requirements of the exhibit.

Approval will be based on feasibility of space and the particular requirements of the exhibit.

Exhibitor is responsible for set-up and takedown as per scheduled date and times. The exhibitor must remove the exhibit promptly on the agreed upon date. The Library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.

Exhibitor must provide a list of items and an estimated value at the time of set-up. All materials are displayed at the exhibitor's own risk.

Exhibitor will post the following disclaimer on the exhibit: The material within this exhibit is the presentation of *[the individual or organization responsible for the exhibit]*.

## **MOUNT PROSPECT PUBLIC LIBRARY EXHIBIT POLICY**

The Library does not endorse the viewpoint of any exhibit or exhibitor.

Changes in the content of the exhibit must receive approval by the Library 30 days prior to set up.

Exhibitor must staff the exhibit at all times as appropriate to the exhibit.

Exhibits must not interfere with regular use of the Library by patrons.

Length of time for exhibits is decided on a case by case basis appropriate to the purpose of the exhibit.

Library requires 30 days notice of cancellation of an exhibit. Failure to provide adequate notice may result in the loss of exhibit privileges.

Library reserves the right to preempt any exhibit for a Library or Village co-sponsored event.

An organization or individual may only reserve exhibit space once per calendar year.

Scheduled events or building maintenance may preclude the availability of open space.

Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Reference attached Exhibit Agreement

## MOUNT PROSPECT PUBLIC LIBRARY EXHIBIT AGREEMENT

Title of Exhibit \_\_\_\_\_

Description and requirements of Exhibit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Exhibition requested \_\_\_\_\_

Organization Responsible for Display (*if applicable*) \_\_\_\_\_

Contact Person (Exhibitor) and Address:

(name) \_\_\_\_\_

(address) \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone number(s) \_\_\_\_\_

By signing you agree that you have read and consent to the attached exhibit policy and guidelines:

**Exhibitor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Return signed Agreement to: Administration, Mount Prospect Public Library, 10 S. Emerson Street, Mount Prospect IL 60056.**

Reference attached Exhibit Policy and Guidelines