

Community Display Case Policy

In order to better serve the interests and needs of the public, the Festus Public Library will make community display case(s) available to local organizations and individuals engaged in educational, cultural, intellectual, or other not-for-profit activities. The Community Display Case Application must be signed and submitted by the exhibitor prior to any exhibit being accepted for installation in the case(s). The exhibit must be deemed educational or informational in nature and of interest to the general public. Display space is made available on an equitable basis.

The provision of display space and accepting items for exhibit does not constitute or imply Library endorsement of the individual or organization submitting the item(s), or of the content or the viewpoints expressed by those responsible for the exhibit.

Displays may not violate Missouri state statutes or include items that are illegal to possess, speech that is not constitutionally protected or materials whose display may violate election laws (such as political campaign materials).

Beyond maintaining locks on the display case(s), the Library shall not be responsible for the security of the materials in the display case(s).

Exhibitor is responsible for any damage to Library property that might occur while placing or removing exhibit.

The Library reserves the right to reclaim display space for any reason and at any time.

Community Display Case Procedure

- Approval for all exhibits rests with the Library Director. The Director will schedule and coordinate all exhibits.
- Display case(s) are not available to individuals or organizations for permanent exhibits.
- Exhibits should not be used to solicit funds or advertise materials and/or services for sale. Exhibits items may not be sold or offered for sale on Library premises.
- Contact information with the name and phone number of the exhibitor may be included in the exhibit. Staff may refer inquiries to the posted information. It can be stated that items are for sale but prices may not be exhibited.
- Exhibitors are responsible for installation, maintenance, and removal of the exhibit at the time and manner specified by the Library. If the responsible individual or group fails to properly maintain their exhibit, the Library reserves the right to disassemble the exhibit.
- The Library reserves the right to limit the size of any display, the number of items displayed, the duration of the display and the frequency individuals or organizations exhibit materials. The Library retains the right to deny the display space to any user whose planned use does not comply with the terms as specified by the library and agreed to by the exhibitor.

Community Display Case Application

Name of Applicant: _____ Date: _____

Address: _____

Phone Number: _____ E-mail: _____

Describe the type of work to be displayed:

How many pieces would you like to display? (Maximum number dependent on available space)

For how long? (Minimum 30 days, maximum 60 days)

Proposed dates for exhibit: _____

I have read the attached Community Display Case Policy and agree to abide by all of its conditions:

Date: _____ Signature: _____

Group Organizer/Sponsor

Date: _____ Signature: _____

President, Board of Trustees