

**POLICY 645
DISPLAYS AND EXHIBITS**

Display Cases

The two display cases in the Library-for limited public use are as follows:

- Adult Services display case – reserved for topics of interest to adults
- Youth Services display case – reserved for topics of interest to young people

The public is welcome to use the cases for the display of educational, artistic, civic and cultural materials, in accordance with the provisions of this policy.

All other display cases within the Library, including the two located at the east entry to the Library, are designated for exclusive use by the Library or the Friends of the Library.

A. Application to Use the Display Cases:

1. Cardholders of the Lisle Library District, non-for-profit organizations, and governmental organizations must submit an application to use the display cases. The application is available at public services desks and in the administrative office of the Library. The application will include a waiver of liability for any loss or damage to display materials.
2. Applications may be made up to six months in advance and no less than one month in advance.
3. Applicants should familiarize themselves with the Library's display cases before turning in an application. All display cases are assigned on a first come, first served basis.
4. To allow the display cases to be accessible on an equitable basis:
 - a. display times may not exceed 30 consecutive days per year;
 - b. there is a limit of one topic or similarly related topic per year per case; and
 - c. if a display is not in place by the third day of an exhibitor's reservation, the Library may allow the display case to be used by another applicant.

B. Display Content

1. The Library reserves the right to accept or reject the contents of any display. When the display involves a sensitive, political, or social issue, it should provide impartial, factual information.
2. The Library reserves the right to judge the appropriateness of any items displayed and to remove any items.
3. The display cases may not be used for any of the following uses:
 - a. to support or oppose a candidate for political office

- b. to display any items containing child pornography, obscenity, defamatory statements, true threats, fighting words, or speech that is intended to or likely to incite immediate lawless action
 - c. for religious proselytizing
 - d. to display items with price tags or information regarding purchase of items
 - e. for commercial displays
4. Displays must fit within the display case and must be neat, legible, and presented attractively.

C. No Endorsements

1. The display of material in the limited public use display cases does not constitute endorsement of the contents by the Library. The Library places a disclaimer in each display case as follows:

The Lisle Library District does not endorse the contents, subject matter, or perspectives exhibited in this display. This display case is for limited public use. The Library welcomes the presentation of a broad spectrum of views and ideas, consistent with its mission.

D. Insurance

1. The Library offers no insurance to cover display items and assumes no responsibility in the event of loss, theft, or damage of such items. The exhibitor is responsible for their own insurance. In all cases, the exhibitor must release the Library from any responsibility for display items and must sign the waiver of liability.-

E. Removal of Items

1. It is the responsibility of the exhibitor using the display case to remove the display on the last day of the reserved period, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies.
2. If the Library must remove a display because it is not removed as scheduled by the exhibitor, the Library will not be responsible for damages and will not provide secure storage of the displayed items, which must be retrieved by the exhibitor.

F. Administration

The Library Director or Director's designee shall administer this display case policy. Final approval for all displays and exhibits rests with the Library Director.

Exhibit Space: Gallery 777

The purpose of Gallery 777 is to enrich the library experience for patrons and to provide creative recognition and public space for local artists to display their works. Gallery 777 serves as an avenue for the respectful presentation of artistic and imaginative talents within a diverse community. Exhibitions reflect the varied experiences and perspectives of our local artists.

A. Use of exhibit space:

1. Artists must complete and sign the **Gallery 777 Exhibit Form** available on the Library website or at Library public service desks.
2. Decisions about whether an exhibit is appropriate for the Library will be decided by the Director of Adult Services.
3. All artworks which are legally obscene or lack thoughtful artistic value [measured against local community standards] may be rejected for display. The Library reserves the right to reject any artwork which it deems inappropriate to the Library setting; in full, or in part. Approval of artwork to exhibit does not imply endorsement of the artist's viewpoints/beliefs or artistic expression by the Library or the Library Board of Trustees.
4. Contact information for the artist will be displayed on the *artist information wall* adjacent to the exhibition space.

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Revised 1/13/02

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