

## LIBRARY DISPLAY POLICY & AGREEMENT

### Guiding Principles

The Reedley College Library offers display space in the library for campus departments and clubs, as well as individuals and community groups that want to educate, inform, or engage the public. Display spaces are intended to complement the Reedley College's and the library's educational mission, and to enhance patron's experience in the library and on campus.

The Reedley College Library permission to use display space does not imply endorsement of the beliefs, policies, or programs of the exhibitor by the library, administration, or Board of Trustees, but rather subscribes to the ALA Bill of Rights with regard to use of library facilities, as well as supporting Freedom of Speech and Expression as outlined in the First Amendment.

### Space Request

Library Display Policy Agreements must be signed and submitted to request display space in the library. Display Policy Agreements are available at the Circulation Desk. Interested parties may also email a librarian to inquire about reserving display space in the library. Displays are scheduled for one month at a time, and are typically set-up at the start the month, and taken down at the end of the month in which it has been reserved. Parties must contact a librarian to request a longer display time.

### Promotion

The individual, club, department or organization reserving library display space is responsible for their own promotion. The library reserves the right to review promotional materials for the display, and kindly requests that the library be included in any promotional materials for the display.

### Installation and Removal Process

Displays and plans for installation of displays, must first be approved by the library for safety precautions. Individuals, clubs, organizations and departments that reserve library display space are responsible for installing and removing their own displays on agreed upon dates, and to provide all materials necessary for a secure installation. Individuals or groups reserving display space are responsible for bringing their own equipment and supplies. Library staff will be responsible for providing access to locked display cases on the agreed upon installation and removal dates. Lighting in display areas is fixed and cannot be adjusted. At the time of installation, the individual, club, organization or department will provide a plan for the display and any necessary signage to accompany it. The library will post a display tag on occupied display space(s) with the name of individual, club, organization or department and their contact information during the time the space is reserved.

Special considerations for the display installation process:

- No food or liquids that are not fully sealed and contained can be put in, or outside, the display case(s).
- The components of the display case are not to be adjusted. If adjustments need to be made to accommodate display materials, library staff is available for assistance.

If items are procured for the display from an individual, department or group it is their responsibility to pick up items on an agreed upon date per the display agreement. If the items are not picked up by the agreed upon date on the display agreement, the library reserves the right to remove the items from the display and store or return them to the exhibitor-in-charge designated on the agreement.

### **Objections to Displays or Display Materials**

The Library will not censor or remove a display, exhibit, or item solely because members of the community may object to its content. Individuals who object to a particular display, exhibit or item must email a "Request for Reconsideration" request to a librarian. Requests for Reconsideration will be answered via email by library administrative staff.

### **Liability**

The individual, club, organization or department agrees to hold Reedley College, the Library, library staff, employees, and student workers harmless from liability in case of vandalism or theft, as well as any other loss or damage to display materials. If exhibitors desire insurance, they must arrange for it at their own expense with the Business Office. The individual or organization may be held liable for repairs to the Library that are a direct result of damages caused by a display or by its installation or removal. The Library cannot provide storage for the property of organizations or individuals displaying in the Library. Items that are left at the library longer than six months without any proven attempts to contact library personnel will become property of the library.

### **Acceptable Display**

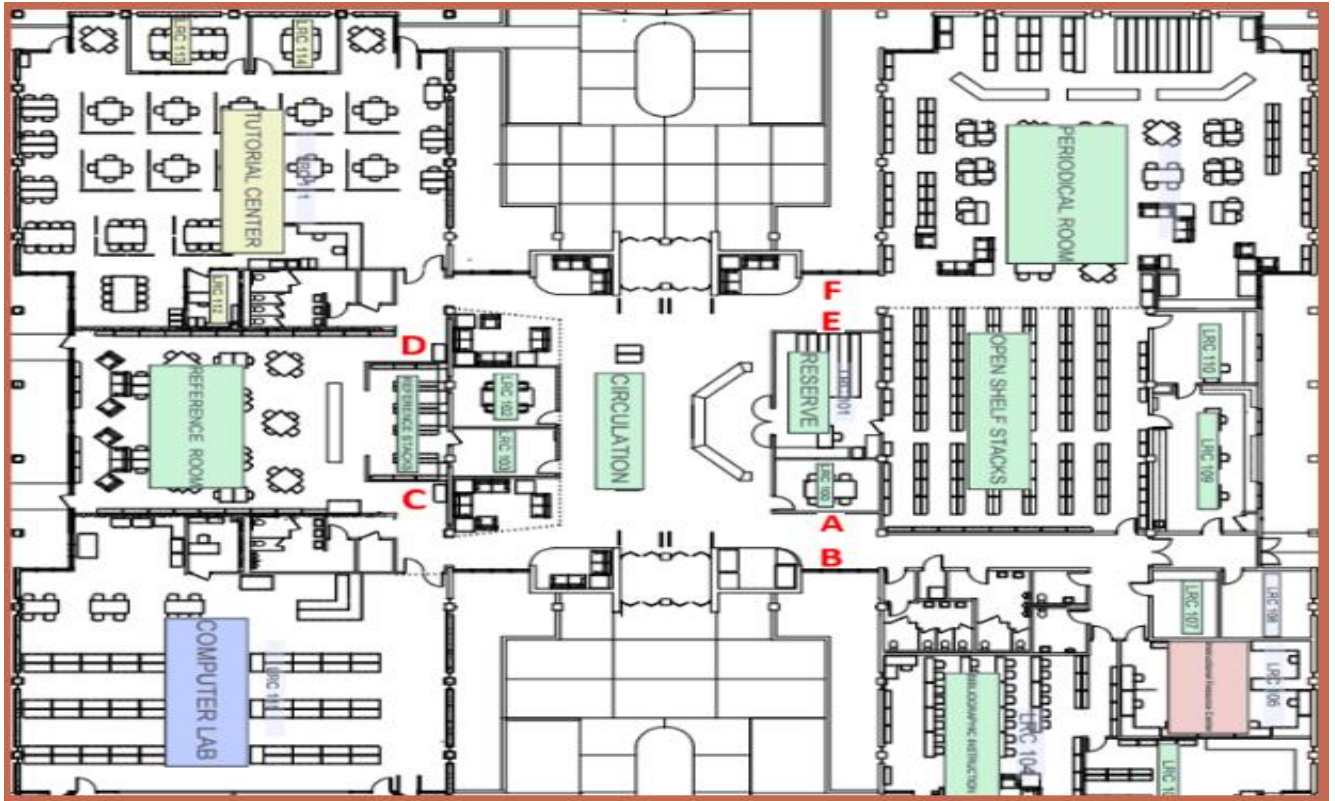
- Displays should be appropriate for people of all ages.
- Works of art, crafts, literature, or other cultural expression from community groups, organizations, students, professional artists and craftspeople.
- Historical or other artifacts that are educational or may otherwise complement the collections of the library.
- Informational material from Reedley College faculty or departments, clubs, organizations and students, as well as town and state agencies, non-profit organizations, and community groups that may wish to publicize their work or activities.
- Emphasis is on work from Reedley College faculty and students, the City of Reedley, and surrounding communities.

### **Criteria for Selection**

Display requests are reviewed and selected based on the following criteria:

- Display space availability.
- Association with library special days, promotions or programs.
- Association with Reedley College events, special days, promotions or programs.
- Priority for active Reedley College faculty or departments, students, clubs or other campus organizations.
- Local community groups events, special days, promotions or programs
- Historical or cultural significance and trends.
- Promotional benefits for all of the above.

# Designated Spaces



- [A] Standing Glass Case Hallway 1
- [B] Flat Glass Case Hallway 1
- [C] Standing Case Reference 1
- [D] Standing Case Reference 2
- [E] Standing Glass Case Hallway 2
- [F] Flat Glass Case Hallway 2

Other Space(s):  (Check here then check, describe, and assign letter below)

Sitting area and other spaces in the library to display artwork or to hang materials, as well as other freestanding spaces in the library may also be utilized. Please specify and describe spaces(s) by assigning successive letter(s) (starting with G) for one or more spaces below:

Please specify additional spaces below:

- [G] \_\_\_\_\_
- [H] \_\_\_\_\_
- [I] \_\_\_\_\_
- [J] \_\_\_\_\_
- [K] \_\_\_\_\_
- [L] \_\_\_\_\_
- [M] \_\_\_\_\_

**AGREEMENT**

I have read the above Reedley College Display Policy and agree to all the terms above.

---

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Group Represented: \_\_\_\_\_

Display Month Requested: \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

Approved

---

Librarian Signature \_\_\_\_\_

Date \_\_\_\_\_