

	<h2>Clay County Library Policy\Procedure</h2>	Procedure Date(s) 7/30/2018
BUI-010.0	Exhibit Spaces and Bulletin Board Policy	

The Clay County Library System makes available to the public Exhibit Spaces at many of its branches. Exhibit areas are available to use by individuals and community groups engaged in educational, cultural, intellectual, civic or artistic activities.

Exhibit Policy

All exhibits, whether created by library staff or members of the community, will be considered by the following standards. Exhibits are not required to meet all standards.

- Suitability of subject, technique, and style for the intended audience
- Appropriateness to special events, holidays, anniversaries
- Historical or regional relevance
- Relevance to ongoing library programs
- Representation of an influential movement, genre, trend or national culture
- Significance of the contributor and any previous exhibit
- Interest of the viewer and the community in general
- Similarity to similar recent exhibits

The following exhibits will not be accepted for display:

- Commercial exhibits
- Partisan political exhibits that support an election or political group or candidate
- Exhibits which feature a specific religion in an exclusionary manner
- Exhibits in violation of any laws

Approval Authority

The Branch Manager of each location will give approval for all exhibits. If there is a question of suitability, or a request for reconsideration, Library Administration will have the ultimate say.

Exhibit Guidelines

- A Request to Exhibit form must be filled out and submitted ahead of the date of the display
- The Library and its staff is not responsible for loss or damage to works on display, or during set up or take down
- Exhibit location will be determined by each library. Exhibits must be confined to their exhibit space
- **Exhibits are for 30 days, once per year.** Time may be extended at the discretion of the Branch Manager.
- The exhibitor is responsible for the installation and dismantling of the display when the library is open

- Works must be picked up at the end of the 30 days without delay. Items left longer than 7 days after the end of the 30 day period will be considered abandoned, and turned over to the Clay County Sheriff's Office.
- The Library's need for exhibit space takes precedence over all other requests
- Objects on display may be photographed and reproduced for inclusion in a library publication or publicity for the display itself

Bulletin Boards

Each Branch library has a dedicated space for community notices. Persons wishing to post a notice must present a copy to the Branch Manager for approval. **If approved, the Branch Manager will initial and date the notice and have it posted on the Community Bulletin Board.**

Notices will be posted for a maximum of two weeks. At the end of that time the notices will be discarded.

Preference is given to notices of interest to the entire community, and are free of charge

Notices of events requiring payment may be posted at the discretion of the Branch Manager, providing they relate to a cultural, educational, or entertainment event

Advertising for local businesses will not be accepted or posted

Notices from local schools, educational institutions, and places of worship may be posted