

# PERTH AMBOY FREE PUBLIC LIBRARY

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## Display/Exhibits Policy

The Perth Amboy Free Public Library welcomes exhibits and displays that further the educational, informational, cultural and recreation objectives of the Library.

The Library recognizes its role in nurturing local talent and culture, and therefore extends its preference in scheduling exhibits and displays of local schools, civic and community groups and artists. The Library also encourages exhibits and displays by collectors, crafts people and hobbyists. Other displays may be devoted to an aspect of community life, science, education, family life, local history, community accomplishments, national anniversaries or events or traveling exhibits in various fields and areas of interest.

All exhibits and displays are to be reviewed by the Library Director or designee prior to set-up. All potential exhibitors must complete an application which will be submitted to the Library Director for approval. Applications for the use of exhibit space will be honored on a first-come first-served basis and are limited to one month per calendar year for each organization or individual depending on demand.

Exhibits are presented on an equitable basis, regardless of beliefs or affiliations of individuals of groups requesting space.

The Library reserves the right to deny an organization's or an individual's request if it is deemed inappropriate for general audiences. The Library facilities are public spaces which are used and viewed by community members of all ages. The factor will be a prime consideration in the approval or rejection of a display request.

Religious and political exhibits and displays are permissible for informational purposes only; displays which proselytize for a single point of view, will not be permitted.

Exhibits and displays may not involve the sale, advertisement, solicitation or promotion of commercial products.

The Perth Amboy Free Public Library is not responsible for any items that are lost, damaged or stolen while on exhibit or display. Insurance is the responsibility of the individual or group seeing permission to display inside the Library.

The exhibitor is responsible for setting up the display. If assistance is needed in setting up the display, the exhibitor must notify the Library at the time the application is made; only limited assistance is available. The exhibitor is responsible for removing the exhibit at the end of the allocated time.

The Library will submit appropriate publicity to various media outlets, based upon the amount of informational material provided by the exhibitor.

The presentation of any display or exhibit does not imply any endorsement of the content by the Perth Amboy Free Public Library, its Trustees or staff.