



GLENCOE PUBLIC LIBRARY

PUBLIC DISPLAY AND EXHIBIT POLICY

Permission for the placement within the Glencoe Public Library (Library) of physical materials including, but not limited to, notices, posters, exhibits, brochures, and leaflets must be obtained from the Executive Director or designated staff member of the Library.

1. Information Boards

Library information boards may be used to inform the public of events of educational, cultural, or civic interest that are open to all members of the community.

- A. Preference in posting shall be given to groups and activities directly related to the Village of Glencoe and its agencies and residents.
- B. The size, quantity, and duration of the posting may be limited by designated library staff at any time.
- C. Postings that are offensive in form or content will not be approved.
- D. No announcement shall be excluded because of the beliefs or affiliations of its sponsors, as long as the event has not been judged illegal or otherwise barred by applicable authorities.
- E. The Library shall not be deemed to subscribe to the views of any individual or groups whose notices are posted.
- F. No material may be exhibited, posted, or displayed which contains commercial content. Notice of fundraising activities of not-for-profit organizations will be allowed.
- G. Only designated library staff is permitted to arrange the actual posting and the removal of notices, posters, etc.

2. Display Cases

- A. The Library has first priority in using all display cases. Any request from an outside exhibitor (Exhibitor) for use of the cases will be considered in accordance with the Library's needs, as well as internal guidelines.
- B. The following individuals or groups are eligible to request display as an Exhibitor:
 - i. Individuals residing within the Village of Glencoe
 - ii. Schools, groups, or organizations based in the Village of Glencoe

- iii. Schools, groups, or organizations with members who reside within the Village of Glencoe, provided that, a member residing within the Village of Glencoe is required to apply as the Exhibitor
 - iv. Exceptions to display eligibility may be made by the Executive Director
- C. Requests to use any library display case must be made to the Executive Director or designee in accordance with the procedures and guidelines for the specific display case(s).
- D. Criteria noted above for the information boards apply to the use of the display cases.
- E. No display shall interfere with the operation of the Library or pose any physical hazard to library patrons or staff.
- F. The Executive Director or designee shall have the right to screen potential exhibits based on type, suitability, quality, and space requirements.
- G. Displays must comply with all federal, state, and local laws including those pertaining to libel, copyright, and pornography. If the Library is unable to determine whether a particular work complies with applicable laws, it will seek advice from the Library's attorney.
- H. Designated staff shall arrange the schedule for the use of all display cases.
- I. To ensure equal opportunity for all eligible Exhibitors, the Library shall have the right to limit the number of times an individual Exhibitor's materials are on display in a given year, or to limit display duration.
- J. The installation and removal of a display must be undertaken by the Exhibitor during the Library's regular hours of operation.
- K. The Library reserves the right to request a written inventory of each exhibition to be filed with the Library in advance of showing.
- L. The Exhibitor is responsible for the proper display and/or mounting of the exhibited materials so as to prevent defacement or damage to library property.
- M. All Exhibitors must execute a release form exculpating the Library from liability if loss, damage, or injury should occur.
- N. The Library will not facilitate the sale of artwork or collections. Prices may not be affixed to any materials on display.

3. Leaflets and Brochures

The Library prohibits the distribution of leaflets and brochures of any kind inside the library building and on its grounds.

Adopted	September 20, 2018
Reviewed	
Revised	June 16, 2021; June 19, 2024