



DISPLAY & EXHIBIT POLICY

Purpose

As a community center, the library welcomes displays and exhibits of general interest to the community from individuals and non-profit, educational, governmental, civic, recreational, and cultural organizations, subject to the following guidelines.

Guidelines

1. All materials for display must be approved as follows:
 - a. Materials for display in the Adult Services Department must have the approval of the Adult Services Director.
 - b. Materials for display in the Children's Services Department must have the approval of the Children's Services Director.
 - c. All other displays must be approved by the Executive Director.
2. Interested parties must complete an application and release form to be obtained from library staff.
3. The materials to be displayed should enhance the cultural awareness and/or education of the public. The library reserves the right to deny requests for displays at its sole discretion.
4. Materials that are available for public sale must not include prices in the display.
5. Setup and removal of displays are the responsibility of the exhibitor. Exhibition time is at the discretion of the library staff. Exhibits must be removed within 72 hours' notice.
6. The exhibitor's name may be shown in the exhibit if he/she so desires.
7. Exhibitors display their materials with the understanding that the La Grange Park Public Library is not responsible for damage to or theft of exhibited materials.
8. All artwork must be hung with hooks, hangers, and pins provided by the library; these items must be returned to the library at the end of the exhibit. Exhibitors requesting to use their own hardware for displays must clear it with the Executive Director in advance.