

Millis Public Library

Display Case and Exhibit Policy

Millis Public Library display cases and exhibit spaces are for the primary purpose of highlighting the Millis community in accordance with the overall library mission to “provide free access for all to information” and to “offer the community a center of life-long learning by providing resources and assistance to help patrons evaluate current and reliable information.”

Display Case and Exhibit Space Descriptions

Mobile Display Cases – The library has 3 glass topped/sided mobile display cases measuring 59in x 28in x 9in.

Exhibit Spaces – The library has several exhibit spaces, including, but not limited to:

- The Roche Family Community Room has a Walker display system suitable for displaying hanging materials.
- The Parking Lot entrance has a Walker display system suitable for displaying hanging materials. (pending)
- The library has a free standing wire rack system suitable for displaying hanging materials. These racks can be placed in approved spaces.
- The Public Bulletin Board located in the Parking Lot entrance way is available for display of flyers and notices with permission from library staff.

Other suitable spaces may be determined by the Library Director.

General Conditions of Use

1. Community groups, organizations and individuals of the Millis Community may be invited to provide materials for library display.
2. Library materials may be included as part of displays or exhibits.
3. Displays and exhibits will present a broad spectrum of opinion as well as a variety of viewpoints. Displays promoting a political cause or a commercial venture are prohibited.
4. The library assumes no responsibility for items provided, nor can the library provide storage for materials left beyond the scheduled end of the display period.
5. Items presented for display on public bulletin boards must be for specific events on specific dates. These items must pertain to community, educational or cultural activities or events. Commercial advertisements, business cards or solicitation notices are not acceptable. Library staff will be responsible for approving, posting and removing all material on the bulletin board.
6. Final approval for all displays and exhibits resides with the Library Director.

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Procedures

1. The Library Director is responsible for determining utilization of display and exhibit space.
2. Each display or exhibit must have a theme and a title. Items/exhibits will be identified with the name of the owner and a description of the object/exhibit.
3. All text/signage is the responsibility of the display/exhibit owner.
4. All display placards and signs must meet the following display guidelines:
 - a) The Library reserves the right to review any signage, decorations or literature to be displayed at the facility for appropriateness and compliance with this policy.
 - b) No signage or other items may be affixed to the walls, woodwork, ceiling, windows, or furniture.
 - c) Decorating is permitted, but certain types of decorations are prohibited, Restrictions include, but are not limited to:
 - Confetti
 - Decorations incorporating metallic glitter
 - Nails, thumbtacks or staples on any room surface
 - Tape on walls, ceiling or woodwork.

Specific signage requirements for each exhibit and display will be discussed with and approved by the Library Director.

5. Library staff will assist organization representatives with the set-up and dismantling of exhibits and displays to ensure compliance with this policy.
6. Owners of displayed items will be given a specific date by which they must retrieve materials. All materials not retrieved by this date are subject to disposal or donation.
7. A sign will be posted on all public bulletin boards stating the following:

“Items presented for display on this public bulletin board must:

 - a) Pertain to community, educational or cultural activities or events.
 - b) Be approved and posted by Library staff.”

Questions about this policy should be directed in writing to the Director

Approved by the Board of Trustees on June 24, 2013