



Watertown Public Library Display Case Policy

Display Case Policy

As an educational and cultural institution, the Watertown Public Library welcomes exhibits and displays with interest, information, and enlightenment to the community. Use of the display case is by application and scheduling is determined by library staff as time and space permit.

Guidelines

Primary use of the display cases and other display facilities are reserved for uses by the Watertown Public Library. When not in use by the library, the facilities are available for non-profit, noncommercial exhibits, and notices.

- Individuals and community organizations may use the display cases for presentations of an education, civic, cultural, or artistic nature.
- Provisions of space for display does not indicate endorsement by the library.
- All displays should be artistically pleasing.
- The name of the organization or individual must be included in the display.
- Placement and removal of exhibits will be the responsibility of the exhibitors and may be conducted only during regular library hours.
- No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display. Set up and removal must take place in as concise a time period as possible.
- The library is not in any way involved in the sale of any exhibit item. No prices or price lists are to appear with the exhibit, nor will library staff give any indication of an item's value.
- The library reserves the right to determine the acceptability of a display. Approval rests with the Library Director or designated staff member.
- The Library assumes no liability in the event of damage, destruction or theft of a display.

Bulletin Board Guidelines

- Notices must be brought to the Circulation Desk prior to the date of the event.
- Notices will be reviewed, posted, and arranged by staff, as time and space permit.
- Notices for events held on specific dates will be removed and discarded following the event dates.
- Any notice not posted by library staff will be removed and discarded.
- Commercial, personal, for-profit, and employment notices will not be posted.

Approved by Library Board of Trustees on 11/07/2010

Name of Organization: _____

Contact Person: _____

Signature: _____ Date: _____

Feb 2011