

Ely Public Library Display Policy

Groups using the facilities for displays and exhibits shall further one or more of these purposes:

1. To promote a theme related to library services, collections, or programs.
2. To bring together library materials from several subject areas that relate to a theme of current interest.
3. To highlight current issues, events, or other subjects of public interest.
4. To display high quality original art, crafts, photographs or writings of local or Minnesota artists.
5. To highlight the activities, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
6. To display interesting collections or hobbies of local residents.

The library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes mentioned above. The library does not accept responsibility for ensuring that all points of view are represented in any single display.

Priority for displays and exhibits is given in the following order:

1. Library and library groups
2. Official agencies and boards of governments serving the City of Ely
3. Non-Profit groups and local individuals
4. Businesses for non-commercial use

Display Case Use

1. Granting of permission to display materials does not imply library endorsement of content; nor will the library accept responsibility for the accuracy of statements made in such materials.
2. The library assumes no responsibility for loss, damage, or destruction of items left for display. All items brought to and placed in the library are done so at the owner's risk. Groups or individuals must provide their own insurance on the items they display at the library.
3. The library will not provide storage for the property of organizations or individuals displaying in the library (this includes items left anywhere at the Library in preparation for the setting up or removal of a display). Set-up and removal of displays should take place in as concise a time period as possible. All displayers are required to sign an Exhibit Release which releases the library from any responsibility for display items.
4. All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy. Displays may not promote or represent any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.
5. Displays may not oppose or support either a candidate for elective office or an issue appearing on the ballot. Displays may not be used for promotion, representation, or opposition of specific religious or philosophical/motivational groups.
6. Name and contact information for the group or individual preparing the display shall be a part of the display.
7. The library is not in any way involved in the sale of items on display.
8. No hardware, equipment, or objects are allowed in display or in the setting up of the display that may result in the damaging of any of the display case. If such damage occurs, the group or individual responsible for the display will be held responsible. The potential for any such damage may be considered grounds for denial of the display case application. If the setting up of the display would interfere with normal library activities and work, the display will not be permitted. The interior of the display case measures 65 ½" high x 43 ½" wide x 14 ½" deep. Each case has 3 glass shelves which may be adjusted in spacing; however, these shelves must remain in the case (if unused, they should be set flat on the bottom of the display). There will be no borrowing of shelves between cases.

9. All exhibitors shall present their exhibits in a tasteful, artistic, and professional-looking manner, as this is a visual representation of their organization, its beliefs, and ideals. No exhibitor may solicit members or contributions in their exhibits.
10. A short description with or without photograph(s) of the display may be included in the library web site, facebook page, newsletter, e-News, local newspapers, or community newsletters, at the library's discretion.
11. The name of the organization responsible for the exhibit shall be in plain view on the face of the exhibit.
12. The display will remain in place for a mutually agreed upon time - generally for a period of one month. No display will remain in place indefinitely.
13. The use of a library display case is a privilege -- not a right -- and is subject to the Library's sole and exclusive discretion. Accordingly, the library reserves the right to deny the use of the display case to any group or individual.
14. If a group or an individual violates the policies or procedures associated with the display case, future use of the display case will not be permitted.

Library Decoration

Holiday decorations and ornaments used in the library shall exhibit no religious significance or preference.

Pamphlet & Flyer Display

1. The library will display educational and informational community material in the designated pamphlet and bulletin board display areas as space permits.
2. Materials posted must be of a non-profit, community-related nature.
3. Materials should be no larger than 11" X 17".
4. Material will be displayed for a finite time period. Library staff may remove older material to make space for new items even if an event being advertised has not yet occurred.

Exhibit Release Form for the Ely Public Library

I have read and received a copy of the Ely Public Library Display Policy. I realize that I or my organization must follow the guidelines of this policy in order to place a public display in the library. I understand and agree that the Ely Public Library will not be liable for any loss, damage, or destruction of materials brought into the library for display purposes.

I, the undersigned, the representative of the organization or the person applying for the use of the display case, do so state that I have read and fully understand the rule and regulations pertaining to use of the library's display areas, and that they will be strictly enforced and adhered to. I agree to defend, indemnify and hold the City of Ely harmless for any damages or injuries in person or property sustained as a result of placing a display in the Ely Public Library.

Signature

Printed Name

Organization represented (if any)

Date signed

Planned date of display