

Exhibits & Display Cases Policy

Exhibit cases (glass enclosed and secured) and exhibit areas (wall areas designated for display) are available in the Main Library and some Branches.

Display space is available in the library's exhibit cases and exhibit areas for educational, artistic, and cultural materials that promote interest in the use of books, library materials, and information, or that share information about local art and cultural groups. The Library Director must approve all displays and exhibits. Preference will be given to exhibits that are timely and of general interest. Displays that focus on a public issue must include information about major aspects of differing points of view. Displays that are solely commercial in focus are not appropriate.

Displays will generally be changed monthly unless otherwise approved by the Library Director. Groups or individuals desiring to use the exhibit case should submit a request to the Library Director at least two months in advance. Generally, the same group or individual may display items only one time per year unless otherwise approved by the Library Director.

The Library Director in his or her sole discretion may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Labels for exhibit items must be neat and legible.

The library will take reasonable care to ensure the safety and security of items displayed, however the library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft, or damage. Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the library from responsibility for loss, damage, or destruction. Items displayed may not include price tags or other information regarding the purchase of items. Items must be removed from the exhibit case or display area as scheduled by the Library Director or they will be removed and stored for thirty days by library staff. After thirty days, they will be disposed of in accordance with local law. The display of items in the library does not indicate endorsement by the library of the issues, events, or services promoted by those materials.

Approved by Board of Trustees on 9/11/03.

Exhibit and Display Release

I, the undersigned, hereby lend the following works of art or other material to the East Orange Public Library. In consideration of the privilege of exhibiting them in the East Orange Public Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition Name:

Period of time loaned:

Description of materials loaned:

Signature:

Date:

Address:

Telephone:

Please send or fax the completed form to:

East Orange Public Library

21 South Arlington Avenue

East Orange, NJ 07018

908-973-2607

908-675-6128 (fax)

Att: Administration