

LEBANON-LACLEDE COUNTY LIBRARY
WINDOW DISPLAY CASE POLICY

Primary use of the display cases and other display facilities are reserved for use by the Lebanon-Laclede County Library. When not in use by the Library, the display facilities are available for non-profit, non-commercial exhibits and displays. Individuals and community organizations may use the display cases for presentations of an educational, civic, cultural, or artistic nature. There is no charge for the use of the exhibit area; however, the subject matter of the exhibit or display **MUST** be appropriate for viewing in a Library venue and **MUST be appropriate for viewing by patrons and visitors of ALL AGES.**

All proposed displays must adhere to the guidelines outlined in this policy:

1. Application for displays will be made through the Library Director's office or Director's designee. Display case exhibits are generally scheduled for a 30-day period, and scheduling is on a first-come, first-served basis.
2. The Library reserves the right to enhance displays with library books and materials that will contribute to the presentation.
3. No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display. Setup and removal must take place in as concise a time period as possible.
4. Placement and removal of exhibits will be the responsibility of the exhibitors and may be conducted only during regular Library hours. If an exhibitor refuses or fails to remove the display in a timely manner, Library staff may remove the display.
5. The Library assumes no responsibility or liability for the preservation, protection, loss of, or damage to any part of an exhibit. All items placed in the Library are done so at the owner's risk. All exhibitors will sign an agreement statement that releases the Library from any responsibility for theft or damage.
6. Determination of the appropriateness of the display or material is the sole decision of the Director or delegated representative. **The Library reserves the right to direct the exhibitor to remove the display or part of the display at any time.**
7. Content must not:
 - a. Promote or suggest the use of tobacco or illegal drugs
 - b. Advocate or oppose political candidates, parties, or causes
 - c. Convey religious messages, whether positive or negative
 - d. Promote or suggest unlawful or reckless activity
 - e. Contain messages considered to be obscene, vulgar, profane, or harmful
 - f. Contain personal attacks or be defamatory in any way
 - g. Convey messages that are derogatory to a religious, ethnic, racial, gender, sexual identity, or other affinity group
 - h. Portray acts of violence, prejudice, sedition, terrorism, or vandalism
 - i. Contain messages or images that may be in violation of federal, state, or local law
 - j. Contain misleading or potentially misleading information
8. All exhibitors must complete, sign, and submit the following application for approval.