

Rita & Truett Smith Public Library
Display and Exhibit Policy
Approved by the Library Board on October 26, 2026

Purpose

The Smith Public Library provides two display cases in the library lobby to enhance the educational, cultural, informational, and recreational mission of the library. Displays are intended to enrich the library experience, encourage lifelong learning, and foster community engagement.

Because display space is limited, not all requests can be accommodated. Library display areas are not intended to serve as a public forum.

Authority

The Library Director, or their designee, has sole authority to approve, schedule, decline, modify, or remove any exhibit or display.

Approval of a display is based on its suitability for the space, relevance to the library's mission, availability of display areas, safety considerations, and overall benefit to the community.

The Library reserves the right to refuse any display request or remove any exhibit at any time if it no longer meets library guidelines or if circumstances warrant.

Eligible Exhibits

Preference may be given to exhibits that:

- Support literacy, education, lifelong learning, or cultural enrichment.
- Highlight local history, arts, science, nature, or community interests.
- Showcase collections or projects developed by schools, nonprofit organizations, governmental entities, or community groups.
- Complement library programs, events, or collections.
- Promote civic engagement and educational awareness.

The Library is under no obligation to provide exhibit space to every applicant. Approval of one display does not establish a precedent for future displays.

Ineligible Displays

The following will generally not be accepted:

- Individual displays intended primarily to showcase personal artwork or collections.
- Commercial advertising or displays intended primarily to sell goods or services.
- Displays whose primary purpose is fundraising.
- Exhibits that promote or oppose political candidates or ballot measures.
- Displays containing obscene, defamatory, discriminatory, or unlawful material.
- Exhibits that present safety hazards, interfere with library operations, block access, or create excessive noise or disruption.
- Displays requiring extraordinary installation, maintenance, security, or staffing.
- Materials that may damage library property.

The Library may determine that additional types of displays are unsuitable based on operational needs or consistency with this policy.

Display Installation

- Once approved, the applicant can coordinate a day and time with library staff to install their display.
 - Display case shelving is fixed and cannot be moved. Materials and installation methods must not damage the display cases.
 - Library staff will review all displays and exhibits after installation.
 - The Library reserves the right to adjust the placement, arrangement, installation, or labeling of items, or to remove any part or all of an exhibit.
 - Library staff may limit the size, number, or arrangement of items to ensure safety, accessibility, and compliance with Library standards.
 - Exhibitors may not change or rearrange an exhibit without prior approval from the Library Director.
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Duration

Display periods will generally range from four to eight weeks, depending on scheduling needs.

Lobby donation drives are typically approved for a specific month and we limit requests to one a month. Priority is given to Library initiatives and other City departments.

The Library reserves the right to change exhibit dates or remove displays earlier than scheduled if necessary.

Other Library Displays

Display areas throughout the library are primarily reserved for library-created displays that promote library collections, services, programs, events, and educational initiatives.

The Library may designate specific areas for community exhibits at its discretion.

Sales

Artwork or exhibited items may not be sold on library property.

If permitted by the Library Director, contact information for an exhibitor may be made available upon request, but the library will not facilitate sales nor negotiations.

Liability

Exhibitors assume all responsibility for items placed on display.

The Smith Public Library, the City of Wylie, and their employees assume no responsibility for loss, theft, damage, or deterioration of exhibited materials.

Exhibitors are encouraged to insure valuable items.

Endorsement

Acceptance of an exhibit does not constitute endorsement by the Smith Public Library, the Library Board, or the City of Wylie of the viewpoints, opinions, organizations, or individuals represented in the display.

Release Agreement

All exhibitors must complete and sign the [Library's Application for Display and Exhibit Release Digital Form](#) prior to installation. Forms will be accepted up to six months in advance of the planned exhibit.

The Library Director may establish administrative procedures necessary to implement this policy.