

## **Smith Public Library Display and Exhibit Policy**

**Approved by the Library Board April 25, 2022**

As an educational and cultural institution, the Rita and Truett Smith Public Library welcomes exhibits and displays of interest to the community that reflects our vision and mission. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case in the lobby and the wall in the main corridor of the library. A release must be signed by the exhibitor before any artifact can be placed in the library. Library staff will create and assemble the exhibit or display.

Other display areas in the library are for library use only. Library displays are planned, organized, and implemented by library staff. They are used to highlight the library's collection and inform the public.

## Public Library Display and Exhibit Release

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

Name of Exhibitor: \_\_\_\_\_

Phone Number or Email: \_\_\_\_\_

Display location in the library (circle one):

Glass Exhibit Case in the Lobby

Wall along the main corridor

Dates of Exhibit: \_\_\_\_\_

Description of materials loaned:

Signature \_\_\_\_\_ Date \_\_\_\_\_