

Informational Display Policy

Purpose

The purpose of the library's display facilities is to increase public awareness of the library's resources and to fulfill its mission to promote intellectual freedom, life-long learning and the enhancement of cultural and leisure activities. To further these aims, the library staff creates and maintains displays from the collection throughout the building.

In its role as a community center, the library provides space for educational and informational exhibits and displays sponsored by town departments, Arlington schools and town agencies and civic organizations. The purpose of these exhibits is to make the public aware of the different informational, educational and cultural resources of the community and to promote the civic betterment of the town. The exhibits may direct the public's attention to the materials and services of the library itself or the ideas expressed by community organizations. The exhibits are intended to explain the activities of, or issues of interest to local organizations and agencies engaged in recreational, cultural, intellectual or charitable activities.

Policy

1. The displays are the responsibility of the Library Director, under the supervision of the Board of Trustees. The Director, at his/her discretion, may refer the appropriateness of an exhibit to a Trustee subcommittee. As in the case of materials selection, the library will exercise judgment as to current usefulness or interest, authority or competence of presentation, importance as a record of the times, relevance to the collection, and standards of quality in content and format.
2. The library provides a display table in the outer lobby for community organizations. Other display tables are reserved for displays that are assembled by the library staff to promote awareness of the library's collection and services.
3. Priority is given to Arlington organizations whose mailing address is Arlington or to organizations that serve Arlington residents. Non-Arlington organizations can schedule space for the month of July.
4. Exhibits by commercial entities are not generally permitted; exceptions to this prohibition would require prior approval of the Board of Trustees.
5. The library endeavors to present a broad spectrum of ideas and a variety of viewpoints. As a tax supported institution open to all, the Library does not endorse either side of an issue and presents exhibits and displays so that patrons can form their own opinions.
6. Displays must be appropriate for viewing by people of all ages, sensibilities and beliefs.
7. Exhibits and displays are presented in an equitable basis, regardless of beliefs or affiliations of groups requesting space.
8. As this is a sensitive personal area for many patrons, care must be taken to describe the organization's religious or political beliefs in a general and

- appropriate manner respecting the fact that others hold their beliefs as true and valid as well.
9. Materials exhibited in the library do not necessarily represent the views of the library administration or Board of Trustees and exhibition does not imply their endorsement. Library staff shall post a notice to this effect on the organizational display table.
 10. The Library reserves the right to remove an exhibit if it has proved to cause interference with the normal operation of the Library.
 11. Use of the Library's display area by organizations is not a right but a privilege that is subject to review by the Board of Trustees.
 12. Library use of display areas take precedence over any other use and the Library reserves the right to, without notice, cancel the use of the display table by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes.
 13. In an effort to be as equitable as possible with limited space and great demand, no group may display more than once in two years. Exceptions may be made for Town departments and for displays of information critical to the citizens of Arlington.
 14. Reservations may be made no more than one year in advance.
 15. Display reservations are not transferable to another organization.
 16. The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed. All items are placed in the Library at the owner's risk. Owners are asked to check their own insurance policies as regards theft. A release form must be signed by the exhibitor.
 17. The Library will send a postcard to Arlington organizations every other year to promote the availability of space to organizations that have not previously displayed.

Procedure

1. Organizations interested in using library display space must fill out an application form at least two months in advance but no more than 12 months prior to the proposed exhibit. No exhibit can be installed without permission from the Director or his/her delegated authority. In the selection of exhibits, priority is given to Arlington organizations.
2. Exhibits are normally scheduled for a thirty-day period. New exhibits are mounted on or near the first day of the month and taken down during the last few days of the month. The library will provide a small sign identifying the exhibitor.
3. Because of the lack of storage space, it is imperative that materials for exhibit be dropped off and picked up at designated times.
4. Exhibitors are encouraged to publicize exhibits in the local paper and other publications. The library asks exhibitors to submit any publicity to the Director

for approval at least three weeks prior to publication. The exhibitor must include background information about the organization with the exhibit.

Facilities:

Areas available at the Robbins Library and at the Edith M. Fox Library for exhibit:

1. A 4x6' table is provided in the lobby area at the entrance to the Robbins Library.
2. The Edith M. Fox Library and Community Center has two glass display cases (5.5' w x 3.5' h x 1' d) in the outer lobby and a table in the Library.

Approved by the Board of Trustees 3/12/96
Amended by the Board of Trustees 8/18/99
Amended by the Board of Trustees 12/14/04
Amended by the Board of Trustees 3/14//07
Amended by the Board of Trustees 3/9/10



APPLICATION FOR INFORMATIONAL DISPLAY SPACE

Organizations that have displays of Informational or education interest to the community may, with the permission of the Library Director and Board of Trustees, use library exhibit/display space to the extent that it is available.

The library is not responsible for loss or damage of any items on display. Materials exhibited in the library do not necessarily represent the views of the library administration of Board of Trustees and exhibition does not imply their endorsement.

Date of Application _____

Name _____

Address _____

Organization (if applicable) _____

Telephone _____ email _____

Exhibit Area Requested: Foyer _____

Brief Description of Exhibit _____

Month to be Installed _____

I have read and understand the library policy for the use of exhibit and display space. I release the library, the Town of Arlington and all of its agents and employees from any liability for loss, damage or destruction of my property while such items are on the premises of the Robbins Library of Fox Library.

Signature _____ Date _____

Do not write below this line. Office use only.

Approved _____ Date _____