

EXHIBIT & DISPLAY POLICY

Exhibits

The following policy applies to exhibits in the library, either within or outside the display cases and to exhibits anywhere on library grounds.

- Exhibits at the Wells County Public Library are by the invitation of the adult services librarian, the community relations manager, the branch manager, the library director, or the Board of Trustees.
- Exhibitors wishing to be invited to display need to contact the library.
- The Wells County school organizations and those community groups who regularly meet in the library's meeting rooms will have first priority.
- All exhibitors shall present their exhibits in a tasteful, artistic, and professional-looking manner, as this is a visual representation of their organization, its beliefs, and ideals. No exhibitor may solicit members or contributions in their exhibits.
- The name of the organization responsible for the exhibit shall be in plain view on the face of the exhibit.
- The Wells County Public Library reserves the right to issue a written disclaimer indicating to the public that an exhibit does not reflect the beliefs or views of the Wells County Public Library. Further, the Wells County Public Library reserves the right to reject any exhibit that is not consistent with the purpose of providing useful information to the public.
- The display will remain in place for a mutually agreed upon time. No display will remain in place indefinitely.
- The library is not responsible for items exhibited.

Information Displays

Since display area is very limited, the library displays very little community information. Information displayed is primarily library-related material. Acceptance of materials does not indicate that such materials will be displayed in the library. Branch or department managers reserve the right to review and endorse all postings and displayed materials and removal of the postings and displayed materials. Displays, postings, bulletin boards, and exhibits; when not related to library materials, programs, events, or activities; must not present one side or one view of a controversial subject. Displays, postings, bulletin boards, and exhibits on such issues as, political views, gender identification, racial issues, or religious views should be avoided unless more than one view is represented. Questionable material is referred to the library director for final approval.

Library Ornamentation

Holiday decorations and ornaments used in the library shall exhibit no religious preference.

Bulletin Boards

Department and branch managers are responsible for all materials displayed on departmental or branch bulletin boards.

Featured Library Material Displays

“Featured Library Material Displays” are defined as displays of library books or other items selected from the library’s collection to increase awareness of the materials and its availability within the library collection. All items in the library collection may be considered for inclusion in featured displays and thematic feature displays.

Featured displays on top of home shelf location or endcaps may be managed by department managers and adjusted or refilled according to patron behaviors.

Thematic feature displays will be displayed on a rotating basis. The topics should be appropriate for the section of the library where they are to be displayed. The department creating the display will select themes presented in the displays from materials within their department and avoid singular views of themes where there are multiple views for the theme.

Pamphlet & Flyer Display

The library displays educational and informational community material in the designated pamphlet display areas as space permits.

Materials posted must be of a non-profit, community-related nature.

Materials should be no larger than 11” X 17”.

Material will be displayed for a finite time period, not to exceed 1 month.

All exceptions must be approved by the library director.

Electronic Signage

The library’s exterior and interior electronic signage displays library-related information only

Reconsideration of an Exhibit or Display.

The library will review a specific exhibit or display upon the formal request of a patron. Patrons placing such a request must complete the “Request for Reconsideration of Exhibit or Display Form.” The library director will send a written reply to the person who filed the reconsideration request within four weeks of the form being turned in and will report the request and decision to the Library Board.