



## **DISPLAY POLICY**

### **Goal**

The goals of the Stillwater Public Library displays are to highlight library and City of Stillwater services, to educate the public about community resources, and to promote lifelong learning.

### **Display Philosophy**

Contents and information in exhibits are not meant to reflect the views of the Stillwater Public Library or of the City of Stillwater. Library displays shall attempt to reflect diverse points of view. Individual displays shall reflect multiple viewpoints in all possible cases.

### **Display Guidelines**

1. Library staff members shall design and construct all displays in the Library's exhibit areas. Display topics must be approved by the Library Director and submitted to the children's or adult display librarian at least two weeks prior to installation.
2. Staff members will construct displays in consideration of their appropriateness for all age groups.
3. The Library will not construct for-profit displays.

### **Safety and Security**

Library staff will create and install displays in consideration of safety and accessibility. All displays must comply with city and library safety regulations and will be reviewed for safety and accessibility following installation.

Library staff will keep records of all borrowed display materials and the incoming condition of the materials. Items requested for loan will require the completion of the "Display Lending Inventory" (see attached) which releases the Library and City of Stillwater from any loss or damage to items loaned. If desired, persons loaning materials for display may arrange to insure the loaned items, at their own expense.

### **Customer Comments**

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Approved 11/22/05

Re-affirmed 11/24/09; 8/27/13

## Display Lending Inventory

Thank you for your willingness to loan items for the Stillwater Public Library's display. Without your help, completing interesting displays could not be possible!

Name \_\_\_\_\_

Date \_\_\_\_\_

Items loaned:

Note condition:

Locked?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

Anticipated date of return \_\_\_\_\_

Location of items before and after display \_\_\_\_\_

Where items will be used \_\_\_\_\_

\_\_\_\_\_ I understand that my items marked above will not be locked under display and that the items potentially could be taken or damaged.

\_\_\_\_\_ I am loaning these items for locked display only.

I hereby waive any liability of the Stillwater Public Library, its employees, and the City of Stillwater for any damage or loss of the above loaned items, whether in the Library's locked cases or not, and that any insurance for the items must be secured at my own expense.

\_\_\_\_\_  
Person Loaning Items (signature)

\_\_\_\_\_  
Date

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_