



## WESTMONT PUBLIC LIBRARY

428 N Cass Ave, Westmont, IL 60559  
630 969 5625  
westmontlibrary.org

Providing the community with the keys to lifelong learning.

### Exhibits and Displays Policy

#### Purpose

The Westmont Public Library provides designated spaces for temporary exhibits and displays as part of its mission to provide the community with the keys to lifelong learning. The Board of Trustees of the Westmont Public Library has established these guidelines to govern the use of library space for exhibits, displays, and other promotional activities.

#### General Guidelines

Displays and exhibits are viewed by children and adults with various degrees of maturity; therefore, exhibits or displays must meet standards established by library personnel. The library, representing the whole of the community, will not allow:

- Material that promotes commercial product(s) or service(s)
- Material that supports or opposes candidates for office in a particular election, or to issues on the ballot
- Material that a reasonable person would believe to be advocating or opposing any religion or religious belief
- Material that is deemed to be obscene or defamatory, to invade a particular person's privacy, or to directly incite violence
- Material and equipment that is potentially dangerous to library users, staff, or property
- Material that substantially interferes with the operation of the library, such as that which produces excessive noise or a significant security risk

The library will carefully investigate and consider suggestions from Westmont patrons to remove any material deemed unsuitable from an exhibit or display. Westmont patrons who request the reconsideration of material in a library exhibit or display will be asked to submit their request in writing to the Library Director. Once a decision regarding the material has been made, a written response will be sent to the patron. If the Westmont patron is not satisfied with the decision, he/she may appeal for a hearing before the Library Board of Trustees by making a written request to the President of the Board.

#### Priority

Exhibits and displays that publicize the Westmont Public Library and library-related programs, activities, services, and collections, are given first priority. Displays and exhibits that are prepared by staff are designed to represent and promote the depth and breadth of the library's collections and services. Exhibit and display space may also be available for the following:

- Residents of Westmont
- Taxing bodies that serve Westmont residents

- Individuals from the surrounding area who have a special collection to share with the community
- Non-profit organizations, located in or serving Westmont, who are promoting educational, cultural, intellectual, charitable or civic events

### **Art gallery and display space**

Artists, art organizations, and owners of artworks or special collections are encouraged to apply to exhibit in the library gallery. Proposals will be considered by the Library Director or designee(s). The Library Director or designee(s) are responsible for determining whether an artist's work or collection is of a nature, format, and quality appropriate for the library audience. In selecting exhibits, library personnel will take into consideration:

- Overall community interest
- Historical prominence or significance of artist or art organization
- Relevance to library programs
- Dates of previous library gallery exhibits by the same artist, lender, or organization
- Dates of previous library gallery exhibitions of similar items or topics
- Special requests associated with proposed exhibits

Exhibitors are responsible for hanging or displaying their own work. Displaying the price of the artwork is not permitted but a list of prices and contact information may be made available by staff at the library's front desk. Any item(s) sold while on display in the library may not be removed before the end of the exhibition period.

### **Security**

The library cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and does not insure exhibits or displays. The library encourages the lender to obtain insurance on his or her property for the duration of the exhibit or display. At the conclusion of the exhibit, the exhibitor must remove displays, or the library staff reserve the right to remove the display. The library will not be responsible for the storage or condition of any materials removed.

### **Solicitations**

Organizations and individuals may not solicit donations in the library, nor may any receptacle be placed in the library soliciting donations, without permission from the Library Director. Westmont community organizations or governmental entities may be given permission by the library to use the facility as a collection point for items, such as Citizen of the Year forms or food donations. The library accepts no responsibility for such items. The library will only collect money for the Friends of the Westmont Public Library.

### **Endorsement**

Posters and materials from other organizations that are used in staff exhibits do not signify an endorsement of the views of the organizations by the library, its Trustees, or its staff. Allowing the use of library space to an organization or individual for exhibits or displays does not constitute endorsement of the views of the organization or individual by the library, its Trustees, or its staff. Advertisements or announcements that either directly or indirectly imply otherwise shall not be permitted.

### **Cancellations and non-compliance**

The library reserves the right to reschedule or cancel any exhibit, display, or distribution should unforeseen conditions or situations arise. The library reserves the right to refuse or remove any exhibit, display, or material that does not comply with this Policy.