

## EXHIBIT POLICY AND GUIDELINES

### A. Introduction.

- 1) The Somerset County Library System maintains exhibit spaces that may be used for educational, informational, and cultural purposes. Because space is limited, first preference will be given to exhibits that are of an educational or cultural nature and are sponsored by an agency or organization in Somerset County. Exhibits are approved by the Branch Manager or a designated representative. The County Library Administrator reserves the right to review all applications.
- 2) SCLSNJ endorses the American Library Association's Library Bill of Rights and its interpretations regarding exhibit spaces:  
*"The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or own exhibit proposal to be judged according to the policies established by the library."*

### B. Policy

- 1) SCLSNJ exhibits and displays are based solely on the merit of an item as to whether it meets the goals of SCLSNJ's mission, and the needs and the interests of a diverse community. Permission to use the exhibit spaces in no way implies library sponsorship or endorsement of an individual and/or organization.
- 2) The library is not responsible for any exhibit or the materials included in any exhibit.
  - a. Prior to mounting a display, exhibitors are required to sign an exhibit agreement that releases the library and all staff/volunteers from liability for theft or damage of displayed works.
  - b. If exhibitors would like insurance for their displays, the "Display Insurance Information & Waiver" form must be completed and returned to the designated representative before the display is shown.
- 3) All inquiries regarding exhibits should be made to the Branch Manager or designated representative at the desired SCLSNJ branch.
- 4) An application providing the library with information about the nature and purpose of the exhibit must be completed before the library will confirm an applicant's exhibit dates. Exhibitors will follow the SCLSNJ application processes and provide the library with information about the nature and purpose of the exhibit and preferred exhibit dates. That information must be provided before the library will confirm any dates or related details.
- 5) Exhibitors are responsible for previewing the exhibit area and making appropriate plans for the size and quantity of items that will be displayed. The library reserves the right to limit the size and number of items that may be displayed as it deems fit.
- 6) Exhibitors are generally limited to one twenty-eight day display a year. Exceptions are subject to approval by the Branch Manager or a designated representative. Exhibitors are not guaranteed an annual display period; the branch will allocate exhibit dates as demand allows. SCLSNJ reserves the right to use the display areas for other purposes if the scheduled exhibitor does not fill the designated space within three days of the exhibit start date.
- 7) Price information for items on display may not be part of the exhibit and all activity related to sales transactions must take place outside the library and be independently handled by exhibitors.