



DISPLAYS AND PUBLIC POSTINGS POLICY

PUBLIC POSTINGS

Bulletin board materials may be submitted for posting by organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. The library will not be responsible for returning materials unless other arrangements in writing are made.

DISPLAYS

As an educational and cultural institution, the Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Area available to the public for displays and exhibits is the glass exhibit case. A release must be signed by the exhibitor before any artifact can be placed in the library.

Approved 11/2020



SANBORN-PEKIN FREE LIBRARY
DISPLAY APPLICATION AND RELEASE FORM

Exhibitor's Name _____

Address _____

Telephone Number _____

Email Address _____

Description of Items to be Displayed: _____

Number of Items to be Displayed: _____

I, the above-named exhibitor, hereby agree to lend to the Sanborn-Pekin Free Library the works of art, collectibles, or other items described above for display purposes. In consideration for the right to exhibit in the library, I hereby release the Library from any responsibility for damage or loss to items while in its possession. I have received a copy of the Sanborn-Pekin Free Library Display and Public Postings Policy and understand that, once signed, this form signifies my understanding of that policy and my agreement to comply with all of its provisions.

Exhibitor's Signature _____ Date _____