

Bethlehem Public Library DISPLAYS AND EXHIBITS

Policy adopted by Board of Trustees October 15, 1996

Policy amended January 13, 1997

Policy amended September 9, 1998

Policy revised October 12, 2004

Policy revised August 13, 2012

Policy revised May 11, 2015

Displays and exhibits

Bethlehem Public Library provides public forum space to the community for educational, informational and cultural exhibits. The library adheres to the American Library Association's policy statement *Exhibit Spaces and Bulletin Boards: An Interpretation of the Library Bill of Rights*, which states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Space is booked in advance; confirmation is provided one month prior to the exhibit. Exhibitors are encouraged to provide information pertinent to their displays for the edification of viewers.

Wall space

Hallway wall space is available for hanging artwork. Reservations may be made up to 24 months in advance. Artists are limited to one individual show in a 24-month period. Group shows are limited to 2 per year.

Floor space

Exhibits may be set up in front of the mural directly opposite the entrance to the library proper. Available space is approximately 18-by-3 feet and will accommodate up to three exhibits, each 6-by-3 feet. A group may reserve only one 6-by-3-foot exhibit space at a time. Reservations must be booked 1-6 months in advance. Groups will be limited to 1 such display in a calendar year.

Glass cases

The library provides two locked exhibit cases suitable for display of small items and collections: one in the lobby and one in the Children's Place entryway. Reservations may be made up to a year in advance.

General rules and guidelines

- All age groups use the library on a regular basis. Proposed exhibits should be suitable for viewing by all ages.
- In reviewing proposed exhibits, the library will endeavor to present a broad spectrum of opinion and a variety of viewpoints.

- The library will visibly post a notice near the exhibit stating that it does not advocate or endorse the viewpoints of exhibits and exhibitors.
- Exhibits may not be used for commercial or advertising purposes. Prices may not be included in any part of the exhibit. The exhibit spaces cannot be used for political campaign purposes because it would not be possible to grant all candidates equal time/prominence.
- Priority is given to library-sponsored exhibits. The library reserves the right to preempt scheduled exhibits on 30 days' notice.
- Exhibits of local origin and interest will be given priority consideration.
- Exhibitor must complete a reservation form and sign an indemnification agreement holding the library harmless from liability in case of damage, loss or theft.
- Displays must include signage indicating the name of the individual or the organization responsible for the exhibit. This signage shall be provided by the exhibitor.
- Exhibitor's name, address and telephone number will be made available to any patron upon request.
- Exhibits may be set up on the first day of the month and must be removed by the last day of the month, during library hours. Arrangements for use of tables, hanging rods, hangers or ladders should be made when exhibit space is reserved.
- Setup and takedown must be done by the exhibitor; library staff cannot help with setup or takedown. The library cannot provide storage space for display items. Exhibits must present no fire, safety or personal hazard.
- Grievances regarding exhibit policy decisions may be sent, in writing, to the library director to be considered within 30 days of the decision.