

## EXHIBITS POLICY

**PURPOSE:** As community resource, the Worcester Public Library devotes space in its Main Library (where available) for the purpose of featuring library materials and programs, providing information about community groups and exhibiting works of individual artists, craftspeople and collectors.

This space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**CONTENT:** Since the library is a repository of all types of knowledge and information, almost any material can potentially be the subject of a library exhibit. Treatment of the exhibit materials rather than the nature of the materials will be a determining factor in their suitability for display.

The materials and information in the exhibits may represent controversial points of view. In keeping with constitutional safeguards and the Library Bill of Rights, the library makes no effort to censor or amend the content of an exhibit. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the library's exhibit regulations.

**SOURCES:** The library itself is a primary source of exhibits featuring materials, programs, local and current history, etc.

Any individual, organization or commercial establishment may use exhibit space subject to library regulations.

### REGULATIONS:

1. Exhibits must be reserved in advance, especially when the exhibit is designed to celebrate a particular date, such as an organization's anniversary or a national observance.
2. The exhibitor must sign an agreement to comply in good faith with the following conditions:
  - a. Assume the risk of loss of or damage to materials exhibited as no insurance is provided.
  - b. Assume responsibility for installing, hanging and labeling the exhibit on the agreed upon date.
  - c. Remove the exhibit promptly on the agreed upon date. (The display period is normally for one month, coinciding as closely as possible to the beginning and ending of the month.)
  - d. Identify the exhibitor by name within the display.
  - e. Refrain from commercial advertisement. Prices of items for

sale may not be posted. Exhibit materials sold during the display period may not be removed before the end of the exhibition.

- f. Submit a complete exhibit inventory to the coordinator no later than the time of installation.
  - g. Supply the library with biographical material and descriptions of the display for use in library publications when space permits.
3. An individual or organization is limited to one exhibit per year in the same building. An exhibitor should have new materials to exhibit when requesting another booking.

**PERSONNEL:** Responsibility for coordinating exhibits is delegated by the Head Librarian to the Exhibits Coordinator in the Main Library.

**DISCLAIMER:** A notice is to be posted with each exhibit stating that: The material within this exhibit is the presentation of the individual or organization named in the display. The library does not advocate or endorse the viewpoints of exhibits or exhibitors.

**PUBLIC BULLETIN BOARDS:**

As a public service, the library has current events bulletin boards. Posters and announcements must be submitted to the library staff for display. Subject to limitation of space, announcements will be posted according to the following regulations:

1. The library posts notices and information, including ticket information, for events of cultural, informational and civic interest. When space is limited, preference is given first to Worcester events, then to regional events and to events within the state.
2. Job openings for the library are posted.
3. Notices of a purely commercial nature are not posted.
4. Undated materials such as hotline posters and social service announcements will be displayed as space permits. It is suggested that agencies monitor the condition of their announcements and supply the library with clean copy when necessary.
5. Items to be posted must be neat, clearly readable and not exceed 15" x 30" maximum.