

Tolland Public Library Display Case Policy

Primary use of the display cases and other display facilities are reserved for use by the Tolland Public Library. When not in use by the library, the facilities are available for non-profit, noncommercial exhibits and notices. Individuals and community organizations may use the display cases for presentations of an educational, civic, cultural, or artistic nature. Display of material on controversial topics must cover a range of views, and does not constitute endorsement of the content by the Tolland Public Library.

1. Application for displays will be made through the Director's office. Display case exhibits are generally scheduled for a thirty-day period and scheduling is on a first-come first-serve basis. The Library reserves the right to direct the exhibitor to remove the display at any time.
2. The Library reserves the right to enhance displays with library books and materials that will contribute to the presentation.
3. No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display. Set up and removal must take place in as concise a time period as possible.
4. Placement and removal of exhibits will be the responsibility of the exhibitors and may be conducted only during regular library hours
5. The Library assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of an exhibit. All items placed in the library are done so at the owner's risk. All exhibitors will sign an agreement statement that releases the library from any responsibility for theft or damage.
6. Display of items or posting of notices does not constitute an endorsement by the library.
7. Determination of the appropriateness of the display or material for posting is the sole decision of the Director or delegated representative.
8. The library is not in any way involved in the sale of any exhibit item. No prices or price lists are to appear with the exhibit, nor will library staff give any indication of an item's value.

---Revised by the Tolland Public Library Board, July 27, 2015

Exhibitor Name: _____

Address: _____

Telephone: _____

Email of exhibitor: _____

Exhibition Dates: _____

Type of Display: _____

EXHIBITOR'S AGREEMENT WITH THE TOLLAND PUBLIC LIBRARY

I, the Exhibitor, agree that the Library accepts no responsibility for the theft or damage of any display exhibited at the Library, and certify that all persons submitting work for this display understand and agree to this waiver. I have read, will abide by, and will keep this copy of the Library's policy and rules regarding displays.

Exhibitor Signature and Date