

**MIDLOTHIAN PUBLIC LIBRARY  
POLICY AND GUIDELINES REGARDING USE BY THE PUBLIC OF  
LIBRARY DISPLAY & EXHIBIT SPACE**

The Library welcomes local community groups, artists, and the public to exhibit their work in the Library. The Library provides space for exhibits and displays that support the mission of the Library, by providing the public with opportunities for information, education, and culture. The Library seeks to exhibit works that represent the diversity of our community, a wide range of artistic styles, and a broad spectrum of viewpoints. The Library does not endorse any specific beliefs or viewpoints, which may be the subject of the displays or exhibits.

## **I. Displays & Exhibits**

### **A. Permitted Users:**

Exhibit and display spaces may be used by the following, in order of priority:

- Midlothian Public Library and library related groups
- Official agencies and boards of the Village of Midlothian
- Individual artists, art cooperatives, school art classes, or collectors who display non-commercial exhibits
- Educational, cultural, or civic groups
- Non-profit organizations
- Individual artists, art cooperatives, school art classes, or collectors who display commercial exhibits, with prior approval and off-site sales

### **Permitted Uses:**

- All artwork must meet acceptable community standards, per review by the Art Coordinator, or Department Manager.
- All reservations are on a first-come, first serve basis. Space may be reserved for one calendar month.
- Artists must display a sign indicating name and contact information.
- Artists whose art is for sale may indicate this with a sign, but no prices may be included on individual art pieces.
- Artists are responsible for the set up and removal of art displays in a timely manner, and the Library reserves the right to remove an exhibit.
- The Library assumes no responsibility for the preservation, protection, possible damage, or theft of any item exhibited.
- All artists must sign the *Gallery Exhibit Application* that releases the Library from any responsibility for exhibited items.
- It is encouraged that artists make a small donation on all items sold to the Friends of the Midlothian Public Library.

### **B. Application and Approval Process:**

Display cases are located in the Library. The gallery wall in the meeting room is approximately 18 feet long, with hooks for hanging only appropriately framed art pieces. Organizations and individuals wishing to use a display case or gallery wall must submit an application for approval from the Art Coordinator or Department Manager.

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- C. Reservations: Reservations will be accepted up to 12 months in advance and on a first-come, first-served basis.
- D. Duration: A display case or exhibit may be reserved for a maximum of one calendar month. Displays and exhibits must be removed in a timely manner. The Library reserves the right to remove any display left beyond its termination date.
- E. Responsibility for Materials on Display: To the extent possible, the Library will take reasonable measures to safeguard displays and exhibits, but the Library is not liable for any damage to or theft of the materials.
- F. Focus and Appearance of Display: Each display or exhibit should be mounted in an interesting and attractive manner, and must meet acceptable community standards per review by the Department Manager.

## **II. Notices and Handouts**

- A. Permitted Uses: Limited space is available in the Library for non-for-profit, non-commercial organizations to post notices and leave handouts of an educational, cultural or civic nature. Individuals may not post notices or leave handouts in the Library. For commercial products or services, approval of the Department Manager is required, and limited approval will be granted for artists, tutors, and cultural and educational purposes.
- B. Facilities: Notices may be posted on the bulletin board, and handouts distributed at the service desks. Specific authorization from the Department Manager is required for an organization to have a notice posted or a handout displayed in any location.
- C. Approval Process: No notice shall be posted nor any handout displayed, without the approval of the Department Manager. The Library reserves the right to determine where a notice or handout will be located.
- D. Duration: Notices and handouts will be removed and disposed of after they become dated, or earlier, if, in the opinion of designated Library staff, they have been displayed for a reasonable period.
- E. Non-Compliance: The library reserves the right to refuse or remove any display, notice, or handout which does not comply with these policies.
- F. Priorities: Display cases, bulletin boards, and areas where handouts may be placed are also needed to publicize Library programs, activities,

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services, and materials, and to post required legal notices. Priority shall be given to these needs.

- G. Prohibited Uses and Practices: Materials urging support of or opposition to candidates for office in a particular election or to issues on the ballot are prohibited. Materials that a reasonable person would believe to be an endorsement of a religion or religious belief by the Library are also prohibited. No material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence may be posted or displayed. Prices may not be affixed to any material on display, although an exhibitor's name and contact information may be posted. Material and equipment which, in the opinion of the Library Director, are potentially dangerous to Library users, staff, or property may not be brought into any area of the Library.