

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY EXHIBIT, NOTICE & SIGN POLICY</p>

I. EXHIBITS

The Library welcomes local community groups, artists, and the public to exhibit their work in the Library. The Library provides space for exhibits 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 exhibits.

A. Exhibit space may be used by the following, in order of priority:

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

B. Individuals and groups who use the Library's exhibit space are expected to comply with the following requirements:

1. All artwork and artifacts must meet acceptable community standards, per review by the Adult Services Librarian, a Manager, or the Library Director.
2. Material which, in the opinion of the Library Director, are potentially physically dangerous to Library users, staff, or property may not be brought into any area of the Library.
3. All reservations are on a first-come, first-served basis. Space may be reserved for one calendar month. An additional month may be granted at the discretion of the Library Director. Reservations will be accepted up to 12 months in advance.
4. Applications must be made in writing by completing the *Exhibit Request Form*.
5. Exhibitors may display a sign indicating name and contact information.

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6. Exhibitors whose work is for sale may indicate this with a sign, but no prices may be included on individual art pieces.
7. Exhibitors are responsible for the set up and removal of art and artifacts in a timely manner. The Library reserves the right to remove an exhibit or items from an exhibit.
8. The Library assumes no responsibility for the preservation, protection, possible damage, or theft of any item exhibited.

II. NOTICES AND HANDOUTS

- A. Limited space is available in the Library for non-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.
- B. Notices may be posted and handouts distributed at designated locations. Specific authorization from a Manager is required for a notice to be posted or a handout to be displayed in any location.
- C. The Library reserves the right to determine where a notice or handout will be located and to limit the size and number of notices and handouts depending on space constraints.
- D. 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. Areas where notices and handouts may be placed are also needed to publicize Library programs, activities, services, and materials, and to post required legal notices. Priority shall be given to these needs.
- F. No material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence may be posted or displayed.

III. DIGITAL SIGN

The Midlothian Public Library has an outdoor digital sign for the sole purpose of making announcements regarding Library services and promoting Library sponsored and co-sponsored activities. Messages will be posted and removed by designated library staff members. The final decision on postings is at the discretion of the Library Director.

Display & Exhibit Space Policy Revised 7/2015, 7/2016, 10/2017, 10/2018, 5/2019, Reviewed 7/2020. Sign Policy Adopted 10/2013, Revised 10/2014, Reviewed 10/2015, 10/2017, Revised 10/2018, 11/2019, Reviewed 7/2020. Policies combined as Display,

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Exhibit and Sign Policy and reviewed 3/2021. Revised 3/2022. Revised and Renamed Exhibit, Notice & Sign Policy 1/2023, Revised 1/2024