DISPLAY SPACE AND EXHIBITS

GALESBURG PUBLIC LIBRARY

The Galesburg Public Library, as an educational and cultural institution, welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of historical material, nature study or any other material deemed of general interest may be exhibited.

The Library Board reserves the right to reject any display or item that, in the judgment of the library administration, is illegal or which may interfere with the normal operation of the library. Displays for exhibit must be made through the Library Director and will be processed on a first-come, first served basis. Children and adults who have various degrees of maturity view library displays; therefore, displays must meet standards established by the library personnel. Library personnel reserve the right to reject any display in full, or in part.

Displays in the lobby and the Children's room usually remain in place for no longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the Library are done so at the owner's risk.

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Areas available to the public for displays are one vertical glass display case in the lobby and the display boards that can be set up in the lobby or children's area on a limited basis.

Exhibitors should schedule display case space with the Reference Department staff. The Library Director must approve freestanding displays that require floor space and use of the display boards.

The following conditions apply:

- Educational, cultural, civic and governmental groups may reserve the exhibit areas for use. Purely commercial use of the display space is prohibited.
- Each individual or group will be required to complete a release form kept at the Reference Desk. Reservations may be taken up to 12 months in advance and are booked on a first-come, first-served basis. No exhibit may be displayed for a period exceeding 31 days and no group may reserve exhibit space more than twice in one calendar year without prior approval by the Library Director.
- The Library can provide a variety of fabric colors for the bottom of the display case. The Library will not furnish construction paper, letters, or other supplies. Adhesives may not be applied to the walls of the display cases.
- Individuals and organizations must supply labor to prepare and install the display at the agreed times.
- No display items may be sold.
- Recommended mounting materials for the display boards include thumbtacks, push pins or staples. Please **do not use** nails, double side foam tape or sticky labels.

Board of Trustees
Galesburg Public library
Revised: 3/3/05; 8/6/09; 4/5/12, 7/3/14

Display Space
Release Agreement
Galesburg Public Library

Name (Print) _____

Address _____

City-State _____ Zip _____

Organization (If applicable) _____

E-mail address _____

Primary Telephone _____

Secondary Telephone _____

Installation Date _____

Removal Date _____

I, the undersigned, have received and read a copy of the Galesburg Public Library Display Case and Exhibits Policy and agree to abide by all its rules and regulations. I understand that in offering items for display at the Galesburg Public Library, Galesburg, Illinois, that I release the Galesburg Public Library, its board and employees from any liability for injury or damages, destruction, loss or theft of any item or items that may occur during the display period or during installation or removal of the exhibit.

Signature of Exhibitor _____ Date _____

Revised 4/5/12
Reviewed 7/3/14