

DISPLAY CASE POLICY

The Galesburg Public Library, as an educational and cultural institution, welcomes displays of interest, information, and enlightenment to the community. Displays of historical material, nature study, original artwork of local residents, or any other material deemed of general interest may be exhibited. Educational, cultural, civic and governmental groups and local artists and collectors may reserve the display cases for use. Purely commercial use of the display space is prohibited.

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. Applications for public displays must be made through the Circulation Supervisor and will be processed on a first-come, first served basis, scheduled up to 12 months in advance. Everything in the display must be appropriate for viewing by children, teens, and adults. Library personnel reserve the right to reject any display in full, or in part.

Displays may remain in place for a period of one month. Definite display dates will be established in advance, and the exhibitor is responsible for set up and removal of the display in accordance with the established schedule. No group or individual may reserve the display case more than twice in one calendar year without prior approval by the Circulation Supervisor. The library reserves the right to change, reschedule, or cancel exhibits when necessary.

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. All exhibitors are required to sign an agreement that releases the library from the responsibility for any items in the exhibit.

GUIDELINES

- 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, install, and remove the display at the agreed times.
- Works of art on display may be offered for sale, with prices established by the artists. The artist is responsible for conducting the sale of any work directly with the buyer, not through library staff. Works that are not available

for purchase must be clearly designated “NFS” (Not For Sale). Only original artwork created by the exhibitor may be sold.

- Works sold must remain on exhibit throughout the designated period. The artists must notify the Library Director within 48 hours of a sale so that the artwork may be marked as “sold”.
- Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
- Collections must be picked up from the library within two days of the agreed upon end date.

Board of Trustees
Galesburg Public Library
Adopted November 2, 2023