

**RED JACKET COMMUNITY LIBRARY POLICY**

Policy #: 400-3

Effective Date: 10/98

**OPERATIONS**  
Use Of Display Space

**STATEMENT:** The Red Jacket Community Library will provide display space for the interest, information and enlightenment of the community.

**PURPOSE:** Provide guidelines for use of display space in the Red Jacket Community Library.

**POLICY:**

1. Individuals and community organizations will be encouraged to provide exhibit materials of a civic, cultural, or educational nature.
2. Exhibit topics are at the discretion of the Library Director and each item must meet the Library's standard of value and quality.
3. The Library reserves the right to reject any part of an exhibit.
4. Normal display will be six weeks. Exceptions must be approved by the Director.
5. All publicity material relating to the exhibits shall be submitted for approval by the Library.
6. All items displayed in the Library are done so at the owner's risk. The Board of Trustees, employees of the Red Jacket Community Library, and the Manchester/Shortsville Board of Education assume no responsibility for the preservation, protection, or possible damage or theft of any item exhibited. Transportation, mounting, and dismounting of the exhibit is the sole responsibility of the owner.
7. Items for display will not be accepted without a waiver signed by the owner, absolving the Red Jacket Community Library and the Manchester/Shortsville Board of Education for loss or damage to the property on display.

Reviewed: 10/09

Revised: 10/09

*Adopted at the 10/7/98 Red Jacket Community Library Board Meeting.*

Red Jacket Community Library  
Display Space/Exhibit Waiver

Exhibit Topic: \_\_\_\_\_ Exhibit Date: \_\_\_\_\_ to \_\_\_\_\_

Owner of items on display: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Install Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Name of person installing and removing the exhibit: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Description of items (note number and kind):

*The above information is correct. I absolve the Board of Trustees, employees of the Red Jacket Community Library, and the Manchester/Shortsville Board of Education of the liability for loss or damage to the property during set up, while on display, and during removal.*

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name Title