

Mulvane Public Library

Display and Exhibit Policy

Approved April 10th, 2017

The Mulvane Public Library is pleased to offer display space on a rotating basis for art and collections, as well as information. The guidelines below have been created to protect both the Library and the artist or owner of the displayed items.

A. General Guidelines

- The Mulvane Public Library shall not assume any responsibility or obligation for loss or damage to items displayed now or in the future.
- Displayed items are not and will not be covered under any insurance policy owned by the Library. Artists/owners are solely responsible for insurance coverage for the items being displayed.
- Usage of display spaces does not constitute the Library's endorsement.
- Displays must be appropriate for all-ages viewing. The Library expressly reserves the right to reject any display in whole or in part for any reason.
- The Library is harmless from any type of intellectual property infringement, including but not limited to patent, copyright, or trademark infringement, found within the displayed items.
- Only emergency notices and Library closures are allowed to be posted on the front door glass.

B. Wall and Shelf Top Spaces

- The Library requires a preview of the art or items for display and a signed artist waiver on file prior to booking a space/time.
- The Library does not allow price tags on items, but encourages artists to display contact information for the purpose of future sales.
- The Library Staff will choose how the items are displayed throughout the space.
- Artwork/items shall be removed from the Library within seven (7) days following the end date listed on the waiver form, unless otherwise noted in a written agreement with the Director.

C. Brochure Rack

- Informational items in the Library's rack must serve cultural, educational, charitable, or civic purposes.
- Items must be approved by the Staff prior to placing them in the rack.
- Unapproved items will be immediately discarded.
- Items will be weeded as needed at the discretion of the Library Staff.

- It is not the responsibility of the Library to refill fliers or brochures.
- The Library is not responsible for saving items once weeded or discarded. These items will be immediately recycled.
- With limited space available, items on Library or City programs, resources, and other notices will take priority over all other requests for postings.

D. Right for Appeal

Any patron who feels their request to display items was unfairly denied may submit a letter to the Board of Trustees. The Board will review the request at the next scheduled board meeting. Their decision will be final.