

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: To provide guidelines for use of display space in the Red Jacket Community Library.

POLICY:

1. Individuals and community organizations will be encouraged to provide display materials of a civic, cultural, or educational nature.
2. Display 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 Director reserves the right to reject any part of a display.
4. Normal display period will be between one week and six weeks in length. Exceptions must be approved by the Library Director.
5. All posted material, whether relating to a display or not, must be submitted to the Library Director for prior approval.
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 against possible damage or theft of any item displayed. Transportation, mounting, and dismounting of the display 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.
8. The fact that an organization or person is permitted the use of a library display space does not in any way constitute an endorsement by the Library of their policies or beliefs.