

Display, Exhibits, and Charitable Collections Policy

Effective Date: 11/03
Reviewed and Revised: 07/17

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Policy

The Library provides the opportunity for individuals, groups, and non-commercial organizations to temporarily post, make available for handout or display items in designated areas. These items should be of local interest and be of civic, cultural, educational, or public informational in nature. Postings and handouts of a personal nature and for for-profit businesses are not permitted.

As a community service, the Library provides space in designated areas for Ela card holders and local non-profit organizations to request donations of items for charitable purposes.

All items should be suitable for viewing by patrons of all ages. They may not be used to express one side of any political or religious issue. The presence of postings, displays, and collections does not constitute an endorsement of its content or purpose by the Library.

Library sponsored activities have priority when space is limited. Items must fit into the display cases or designated display areas. The Library is not responsible for any damage, loss or theft.

All items to be displayed, posted or made available for handout and all charitable collections in the Ela Area Public Library must receive prior approval from the Library Director or the Director's designate and will follow the following procedures.

Procedures**Postings - Community Bulletin Boards**

1. Requests for posting materials are made by completing a *Request to Display* form.
2. Only posters, handouts, flyers or other promotional materials submitted by local non-profit organizations are considered for display on the Community Bulletin Board.
3. Items received are to be forwarded to the Public Information (PI) Department.

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4. Items provided for approval/posting are not returned and are considered property of the library. When approval of an item is questionable the PI Department forwards the item to Administration for final decision.
5. Items approved for display are posted at the direction of the PI Department.
6. All posters and handouts become property of the Library.
7. Outdated items are forwarded to the PI Department for determination of disposal.

Exhibit Cases

1. All requests for use of display space are referred to the PI Department.
2. Display schedules and assignments are maintained by the PI Department.
3. Displays must meet the criteria established by the attached Display, Exhibits, and Charitable Collections Policy.
4. Displays are scheduled according to space availability.
5. The individual or group providing the display is responsible for set up and removal of the display materials.
6. Set up is scheduled, in advance, by contacting the Public Information staff once approval is received for the display.
7. Reminders to set up or remove displays are NOT sent to exhibitors. Items may be removed by library staff, at no library liability, if exhibitors do not remove display as required.
8. The artist may number artwork and provide a corresponding price list to be kept at the Information Desk. No prices should be attached directly to items in the display case.
9. Displays can be removed or altered if the guidelines are not followed.

Art Exhibits

1. Requests for space to display artwork should be referred to the Public Information Department for scheduling and approval.
2. The artist is responsible for set up and removal of the work.
3. The Reference Desk is to notify Public Information if the exhibit is not taken down on the assigned date.
4. The artist may number artwork and provide a corresponding price list

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to be kept at the Reference Desk. No prices should be attached directly to artwork.

5. Handouts are allowed near the display, as well as a sign with the artist's name. All handouts and signs are provided by the artist.
6. The artist provides background information to the Public Information Department for publicity.

Charitable Collections

1. Requests for collecting items for charity are made by completing a *Request to Display* form.
2. All requests to collect charitable items should be forwarded to the PI Department. Any handouts that be will part of the display must be attached to the completed application.
3. Displays must meet the criteria established by the Display, Exhibits, and Charitable Collections Policy.
4. The contact person who completes the application must be an Ela Library cardholder.
5. The contact person is responsible for emptying the collection bin on a regular basis (at least once a week).
6. The sponsoring organization/individual may state that the Library is a collection point but may not imply that the Library is sponsoring or endorsing the project.
7. Typically, only one collection will be allowed at any given time.
8. Library collections receive top priority. Secondary priority will be given to collections that support local educational and cultural projects.
9. Groups wishing to collect charitable items may be required to use the Library's collection bin.
10. The location of the collection bin will be determined by Library staff and may be moved at the discretion of Library staff.
11. No monetary collections will be allowed in the Library.

Attachments

Request to Display form.

Ela Area Public Library District

275 Mohawk Trail, Lake Zurich, IL 60047

847/438-3433 www.eapl.org

Request to Display Application

Ela Area Public Library's display cases and community bulletin boards are available for use by any non-profit organization. Items relating to educational and cultural activities of local interest are given precedence when space is limited. All posters and handouts become the property of the Library and are displayed as determined by the Library's Public Information Department.

Date: _____

Organization: _____

Contact Name: _____

Phone: _____

Please attach a copy of the literature to be posted and/or distributed.

Please return this application to the Library's Information Desk.
Literature approved for distribution/posting or exhibits approved
for display are coordinated through the Public Information Department.