



WESTFIELD WASHINGTON PUBLIC LIBRARY DISPLAYS/EXHIBITS POLICY

As a community educational and cultural institution, the Westfield Washington Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are: the glass exhibit cases, the Sumner Room and the general bulletin board. A release form must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Westfield Washington Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Westfield Washington Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ *Date* _____

Address _____ *Phone* _____

General guidelines:

1. An individual, group or department may reserve one display case per month. The display case should be identified in the request. The guideline pertains to the two upright and the flat display cases in the main lobby. One of the display cases will be reserved for library use only (Meaning that outside groups will have the choice of one of the vertical and the flat display cases).
2. Should a display case not be scheduled for used for the next month, that display case may be reserved by an individual, group, or department that has already reserved a display case. An example would be if a case were open in December, it could be asked for in November by a group that already has a case reserved for December.
3. Requests should be made no earlier than 12 months in advance.
4. In case of disputes, the Director's decision will be final.
5. This guideline will take effect for requests made on or after June 1, 2005.