

1. Bulletin Boards

Geneva Public Library District welcomes local community groups or organizations to submit materials for posting or display on designated bulletin boards. The Library reserves the right to restrict the acceptance, size, number, duration, and location of materials posted.

Guidelines for use include:

- Library-sponsored use of bulletin boards has priority, including fundraisers and events to benefit Geneva Public Library District, Friends of Geneva Library, and Geneva Library Foundation.
- Materials from educational, non-profit, or government agencies are accepted for display with priority given to local and neighboring organizations.
- Displays of commercial nature or that solicit donations, advocate the election or defeat of a candidate for public office or a public issue, or are of a proselytizing nature are not permitted.
- Posting of materials does not constitute Library endorsement or consent. The Library does not accept responsibility for the accuracy of any displayed materials.
- The Library does not assume responsibility for materials and materials will not be returned.

2. Displays and Exhibits

Geneva Public Library District strives to provide access to intellectual and cultural resources of the community. Priority for displays and exhibits is given to those that direct attention to the Library's materials and services, or provide exposure to local artisans and artists, collectors, organizations, and items or activities of local interest. The Library reserves the right to reject any part of an exhibit or display, change the manner of the display, or limit frequency. A representative sample of the proposed exhibit may be requested in advance and all publicity material must be approved by Library Administration.

Guidelines for use include:

- Library-sponsored use of display and exhibit areas has priority, including fundraisers and events to benefit Geneva Public Library District, Friends of Geneva Library, and Geneva Library Foundation.
- Exhibit content must be in keeping with community standards because exhibits are seen by anyone who enters the library.
- Exhibitors are responsible for the actual hanging/mounting and removal of their material with the exception of display cases in Youth Services, where staff will assist.
- The Library will receive no fees or commissions in connection with any exhibitor or display.
- Prices for artwork may be posted near displays or exhibits at the discretion of Library Administration. Transactions for the purchase of exhibit or display items will be between the exhibitor and the purchaser. Exhibit material that is sold during the exhibit may not be

removed without the approval of Library Administration before the scheduled end of the exhibit.

- The Library is not liable for loss or damage of items on loan in displays or exhibits nor does it provide insurance coverage. Exhibitors should provide the Library with an inventory list and must sign a Waiver and Release from Liability.

Rev. 01/2015