

Exhibit and Promotional Material Policy

Purpose

The Library devotes space in its libraries for the purpose of featuring library materials and programs, providing information about community groups, and exhibiting works of individual artists, craftspeople, and collectors. Exhibit space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Content

The Library is a repository of all types of knowledge and information, almost any material can potentially be the subject of a Library exhibit as long as it is appropriate for all age ranges.

Displays which espouse a controversial viewpoint will not be allowed unless the exhibitor can arrange for the opposition to provide a display that will illustrate the opposing viewpoint at the same time.

Treatment of the exhibit materials will be a determining factor in their suitability for display.

The Library itself is a primary source of exhibits featuring materials, programs, local and current history, etc.

Agreement with Exhibitors

Exhibitors must sign an agreement to comply in good faith with the following conditions:

1. Hold the Library blameless for loss or damage.
2. Assume responsibility for assisting with the installing, hanging, and labeling of the exhibit on the agreed upon date.
3. Remove the exhibit promptly on the agreed upon date.
4. Identify the exhibitor by name within the display.
5. Refrain from commercial advertisement. Exhibit materials sold during the display period may not be removed before the end of the exhibition.
6. Submit a complete exhibit inventory to the coordinator no later than the time of installation.
7. All exhibitors must use the phrase, "This exhibit is not sponsored or endorsed by the Muncie Public Library" on all advertising and promotion. The Library name may be used as a location.
8. Supply the Library with biographical materials and descriptions of the display for use in Library publications when space permits.

All display cases will be the responsibility of the Building Supervisor or his/her designee.

Public Notices

As a public service, the Library posts public information. Posters and announcements may be submitted to the Public Relations Supervisor or to the Library Director to approve and distribute for display on the Community Information board/table at each Library. Subject to limitation of space, announcements will be posted according to the following regulations:

1. The Library posts notices and information, including ticket information, for events of cultural, informational, and civic interest. When space is limited, preference is given first to Library materials/events, then to regional events and to state events.
2. Notices of a purely commercial nature are not posted unless held at the Library.
3. Undated materials such as hotline posters and social service announcements will be displayed as space permits.
4. Items to be posted must be neat and clearly readable.