



HURST PUBLIC LIBRARY

Display Policy

The Hurst Public Library provides for the exhibit of displays that further its role as a life-long learning resource center dedicated to addressing the cultural, educational, social, and leisure interests of the Hurst Community.

Library exhibit and display areas and designated space for handouts and community information are specified by Library management. Displays and notices shall be approved by Library staff for the appropriate display or browsing areas and shall further one of the following purposes:

- A. To call attention to a theme related to library services, collections, or programs
- B. To highlight current issues, events, or other subjects of public interest
- C. To display high quality original art, crafts, photographs or writings created by local artists or contained in traveling exhibits
- D. To explain the activities of, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual or charitable activities
- E. To display interesting collections or hobbies of local residents
- F. To make available information created by and of interest to the local community

Community Information

Subject to limitations of space, a designated community bulletin board or distribution space may include notices to publicize local groups, meetings, cultural events, and non-partisan political events.

Fundraising or fee based events for registered nonprofit organizations, and educational institutions are subject to approval by Library Management.

Any notice or publication to be considered for posting must be submitted to Library management for approval.

Only authorized Library personnel may post or place notices or flyers.

Items may be rejected for lack of space or limited based on size.

Items may be posted or displayed for a time determined by Library staff based on currency and availability of space.

Library space may not be used for advertising or commercial purposes.

Exhibits and Displays

The Library reserves the right to refuse display space for items that do not further the purposes set forth above.

Partisan politics and religious teachings are avoided in the exhibits. Since the Library is a community-supported institution, exhibits involving controversial, social, or moral issues must be submitted for review to the Library Board. Appropriateness for all age levels and a balanced educational approach will be criteria for acceptance. It is also the policy of the Library Board not to advertise commercial endeavors.

The Library does not advocate or endorse the viewpoints of any exhibitor or exhibit and does not assume responsibility for representation of all points of view.

Lenders of traveling and loaned exhibits must comply with the policies and procedures that govern the use of exhibit cases, wall displays, and the Historical Gallery.

All artwork and collections should be ready for exhibit. All publicity material needs to be submitted to the Library for approval before release.

The items to be exhibited should be the original work of the exhibitor or an original collection owned by the exhibitor.

Lender Release

I, _____ (print name), have read the Hurst Public Library Display Policy and I knowingly and voluntarily lend this material to the Hurst Public Library.

Description and/or itemized list of display items:

Liability: Exhibit areas are covered by the Hurst Public Library's security and fire protection systems; however, all items placed in the Library are done so at the owner's risk. No insurance coverage will be provided.

Lender: _____
Exhibit Date: _____
Address: _____
Phone Number: _____
Brought in by: _____
Date: _____
Removed by: _____

Lender's Signature: _____
Date: _____

Exhibit approved by: _____
Date: _____