



**S N O W**  
*Library*  
*Established 1877*

## **DISPLAY CASE POLICY**

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### **POLICY:**

1. The Library display case is available to organizations and individuals engaged in educational, cultural, intellectual or charitable activities of interest to the Orleans community. Proposed exhibits must be within the public interest and consistent with the role of Snow Library. The display case is not available for any political or religious displays.
2. Access to all groups and individuals will be on an equitable basis.
3. Displays do not reflect endorsement or advocacy for any particular point of view by the Library. The views expressed implicitly or explicitly in any displays are those of the parties using the space.
4. The display case is not available for commercial use or benefit. Individuals displaying their work may leave a "credit line" (sign giving their contact information) in the display. The "credit line" will be reviewed by the Library Director or Assistant Director. Organizations which sponsor displays may also include a "credit line".
5. Request for use of the display case is to be made by filling out a form available at the circulation desk of the Library. Final approval of the actual exhibit along with schedule confirmation will be available after review by the Director or Assistant Director.
6. The Library reserves the right to limit the frequency and length of all displays. The standard time for displays is one month.
7. Library use of display space takes precedence in scheduling.
8. The Library is not responsible for possible damage or theft of any item displayed in the case. All items placed in the Library display case are done so at the owner's risk and the indemnity included in the application form must be signed.
9. The Snow Library Board of Trustees has the final decision on the interpretation of the above paragraphs.

***Adopted by the Snow Library Board of Trustees, 12/2019***

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