



<b>Policy 5-5</b>	<b>Displays, Exhibits, and Bulletin Board Policy</b>	<b>Created: 9/8/2016</b> <b>Revised: 9/24/2019</b> <b>Approved: 10/12/2019</b>
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**I. Purpose**

This policy explains the guidelines for displays, exhibits and postings on bulletin boards in Library buildings. Jackson County Library Services provides space for displays, exhibits and bulletin boards to forward its mission of connecting everyone to information, ideas, and each other.

**II. Introduction**

Jackson County Library Services provides displays, exhibits, and bulletin boards to assist patrons in their exploration of educational, cultural, intellectual and civic activities. In general, display and exhibit themes are chosen by the Library, and items included in the displays are selected at the sole discretion of the Library. Displays and exhibits complement or highlight the Library’s collection and feature themes of interest to both the local community and the general public. The library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen theme. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.

**III. Displays by Outside Organizations**

JCLS welcomes displays and exhibits from outside organizations, when space allows. In order to book a display space, the organization or individual must have a JCLS Full Service library card in good standing. If a group is from out of the area, an annual JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

Most branches offer display cases and/or art space for community involvement. To request use of a display case, organizations must contact the local branch where they wish to display materials. Scheduling of installation and removal dates and a release form are required prior to displaying materials.

**IV. Bulletin Boards**

Bulletin boards are provided for posting of flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be approved by the Library and shall be



left at the Main Desk. Priority will be given to flyers pertaining to Library-sponsored events and news, RCC and SOU classes, legal notices, and nonprofit and charitable organizations. Unauthorized flyers will be removed.

#### **V. Reconsideration of Displays or Exhibits**

The Library recognizes the right of individuals to question what they might view in the library and has developed a process to address concerns. The process is the same as the Request for Reconsideration of Library Materials, which includes the opportunity for an individual to discuss his or her opinion with a librarian, to complete a written Request for Reconsideration of Library Materials form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Materials form is attached to the Collection Development Policy found [here](#). The materials in question will remain on display pending the Library Director's written decision

Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.



### Display and Exhibit Guidelines

The Jackson County Library provides displays and exhibits on themes of interest to the general public throughout its 15 branch buildings. Themes are chosen by the library and items included in the displays are selected at the sole discretion of the library. From time to time, the library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen theme. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.

Jackson County does not assume responsibility for loss or damage to items loaned to the library for display, unless such loss or damage is caused by intentional or negligent affirmative acts of the Library or its employees or volunteers. The Library reserves the right, at its option, to remove and store items loaned to the library when it deems such removal is necessary for the protection of the material or whenever the display or exhibit is terminated.

### Acknowledgment and Receipt

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:

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Date received: \_\_\_\_\_ To be returned on or about: \_\_\_\_\_

JCLS representative's signature: \_\_\_\_\_

Owners Name (print): \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's address and phone number: \_\_\_\_\_

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Date Returned: \_\_\_\_\_ Owner's signature: \_\_\_\_\_



**Displays by Outside Organizations – Release Form**

JCLS welcomes displays and exhibits from outside organizations, when space allows. In order to book a display space, the organization or individual must have a JCLS Full Service library card in good standing. If a group is from out of the area, an annual JCLS non-resident library card may be purchased. See Policy 5-6, Fee Schedule, for current charges.

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Date Returned: \_\_\_\_\_ Owner's signature: \_\_\_\_\_