



Library Operations Policies**Section 5**

Policy 5-5	Displays and Exhibits Policy	Created: 9/08/2016 Revised: 10/02/2024 Approved: 11/16/2024
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I. Purpose

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

II. Introduction

Jackson County Library Services provides displays and exhibits to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. The duration items will be in a display or exhibit varies, depending on the subject or type, and will be determined by the supervisor.

Displays and exhibits are defined as:

- Displays – Library materials and related objects to the theme, which may be provided by the Library and/or a community partner, to highlight materials that can be borrowed.
- Exhibits – Artifacts, materials, or artwork, curated by an external organization or Library staff, with the purpose of highlighting educational, cultural, and artistic topics.

III. Displays

Display themes reflect the diversity of the Library’s collection and the community it serves. This diversity may be represented by the identities of the authors and/or the subject matter and will regularly reflect marginalized communities. The Library may request assistance from community partners to display items connected to the chosen subject. 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.

IV. Exhibits

JCLS may accept exhibits from outside organizations and community members, as space allows. To request the use of an exhibit space, organizations must contact the local branch where they wish to display materials. The branch manager (or designee) may review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen by library staff. A release form is required before the display is installed. Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.

V. Reconsideration of Displays or Exhibits

The Library recognizes the right of individuals to challenge what they might view in the Library. The process is to complete a written Request for Reconsideration of Displays or Exhibits 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 materials in question will remain on display pending the Library Director's decision.



Exhibit Guidelines and Release Form

JCLS may accept exhibits from outside organizations and community members, as space allows. -To request the use of an exhibit space, organizations must contact the local branch where they wish to display materials. The branch manager (or designee) may review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen by library staff. A release form is required before the display is installed.

JCLS 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.

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:

Date received: _____ To be returned on or about: _____

JCLS representative's signature:

Owner's Name (print): _____ Owner's Signature: _____

Owner's address and phone number:

Date Returned: _____ Owner's signature: _____

Request for Reconsideration of Library Displays and Exhibits

Date: _____

If you have concerns about library displays and exhibits, please complete all sections of this form to ensure prompt consideration by Library Administration.

Display/Exhibit FOR RECONSIDERATION

Title of Display/Exhibit: _____

Library Branch: _____

Location in Branch: _____

Please describe your concerns regarding this display or exhibit:

What action would you like the Library to take?

CONTACT INFORMATION

Name: _____ Telephone: _____

Address: _____ Email: _____

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave, Medford, OR 97501.