

## Display Policy

### General Policy

1. The library has first priority for all exhibit and display space including display cases and bulletin boards for library purposes. All items must be submitted for staff approval prior to posting or display inside the library. A second copy of the posting must be submitted for the library's files. Please ask for assistance. Unapproved materials will be disposed of at the library's discretion.
2. Materials may be provided by the library or other non-profit organizations, community group individuals, educational institutions, or governmental agencies. When display space is limited, preference will be given to the library and library affiliated organizations, city and official governmental postings, and educational and cultural information.
3. Commercial materials and political endorsements will not be accepted for posting or display inside the library.
4. The library reserves the right to limit the size and number of items, the schedule of any display, and the frequency with which the group or organization may have a display.
5. Distribution or posting of materials by the library does not necessarily indicate the library's endorsement of the issue or events promoted by those materials.
6. The library assumes no liability in the event of damage, destruction, or theft of a display.
7. All items must include the name of the individual or organization sponsoring the display and a contact number.

### Rotunda Area

1. This area is an unattended space. The library assumes no responsibility for damage or destruction of a posting.
2. The library provides this space for the community-at-large. Material that is considered inappropriate or outdated may be removed at the library's discretion.

### Display Cases

1. Display case use is governed by the overall display policies.
  2. For use of a display case on the first floor or lower level, please contact a member of the Performing Arts reference staff @ 946-8138.
- For use of a display case on the second floor, please contact a member of the Children's Room staff @ 946-8129.

### Art Displays

The library will accept artwork for display with the following guidelines:

1. Displays shall not include the price of objects.
2. Only the contact information of the displays may be available to the public.
3. The sponsoring group or individual is responsible for creating the display, setting it up according to schedule, and removing it before the next scheduled display or exhibit. Scheduling off art displays must be made with a member of the Performing Arts staff.
4. The library is not responsible for theft of artwork or other display items. Materials must be picked up within 30 days of display's end. Finally, artists must supply an inventory of works displayed.
5. If any artist holds a reception, he/she is responsible for setup and cleanup of the area.

*Approved by the NHFPL Board of Directors, November 27, 2001.*