

White House Library's display policy

In keeping with the White House Library's vision statement of providing information and material for independent learning and personal growth, the WH Library will house displays that meet these criteria as space allows.

Application process

Groups/individuals that wish to have a display in the library must first submit a display application for review by the library director. Approval of a display to be housed in the WH Library does not imply endorsement of the displayer's beliefs, policies, or programs by the White House Library staff or Board of Trustees. Individuals or organizations whose applications to display have been denied by the library director may submit a "Request for Reconsideration" for the library board to review. The Library will not censor or remove a display, exhibit, or item solely because members of the community may object to its content. Individuals who object to a particular display, exhibit or item must complete a "Request for Reconsideration" form. Requests for reconsideration will be answered in writing by the Library Board. Should an individual wish to pursue the complaint, s/he may address the Library's Board.

Display Rules

Displays will not be housed for more than a month. The same individual or group may not mount a display more than one time in a one 12-month period. Library-sponsored and town displays are not subject to this limitation. It is the responsibility of the organization to set-up and remove the displays on the designated removal date. If the organization fails to remove their display within one week of the designated removal date, the WH Library has the right to remove and dispose of the display. The individual or organization may be held liable for repairs to the Library that is a direct result of damages caused by a display or by its installation or removal. Displays must be installed on the display material provided by the library, and it is the individual/organization's responsibility to ensure the display can be installed on the provided material. Individuals/organizations may not supply or use their own materials (e.g., thumb tacks) for display installation. The individual/organization is responsible for publicizing the display. The WH Library will not be held liable in case of theft, vandalism, fire, natural disasters, or any other loss of damage to the exhibited material. If exhibitors desire insurance, they must arrange for it at their own expense. The WH Library cannot provide storage for the property of organizations or individuals displaying in the Library.

Request for Library Display

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Representing: Self ___ or Organization (please identify): _____

Dates of Display time: Start _____ End _____

Describe type of display on which you are requesting reconsideration:

Please answer the following questions completely. Use additional pages if necessary.

1. Please explain the reason you would like to display in the library?
2. Why do you feel this display will meet the library's criteria of providing information for independent learning and personal growth?

I have also received a copy of the display policy rules and agree to follow them and accept responsibility should I or any in my organization breach any of the listed rules/guidelines.

Signature

Date

Print Name

Approved by Library Board November 12, 2015