

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 6.8	ADOPTED 2/05
DISPLAY POLICY	REVIEWED 5/08; Updated 06/11

DISPLAY POLICY

The public is invited to schedule displays in designated display areas of the library building under the following conditions:

- Displays and exhibits must be of general interest and open to the public. Commercial exhibits or displays are not accepted unless they are of a general educational nature.
- Individuals responsible for the display will arrange their own materials under the general supervision of the library staff, furnish their own easels or equipment necessary for display and are responsible for any damage to library property.
- Individuals, organizations or groups placing materials on exhibit must agree to assume all risk for articles exhibited, and sign an “Agreement of Assumption of Risk” form.
- No organization or individual shall be permitted to place in the library any box, receptacle or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or service sold by any commercial or charitable enterprise.
- Permission for exhibits, lengths of time of exhibits, hours for viewing and any other regulations necessary is to be obtained from the Library Director or the Assistant Library Director.

The use, by individuals or organizations, of the Library’s display facilities and/or exhibits, other than those which pertain to the library, is a privilege which is subject to review by the Library Board of Trustees.

Waukee Public Library Exhibit and Public Display Release Form

I, the undersigned, hereby lend the following works of art, exhibit, or display to the Waukee Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release the Waukee Public Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the _____

From (date)_____ to (date)_____

Description of the materials loaned for exhibit

Print name _____ Date _____

Address _____ Telephone _____

City _____ Zip _____

I _____ have read the attached display policy and agree to release the Waukee Public Library from responsibility for loss, damage or destruction.