

Display Space Policy

Display Space

The Steger-South Chicago Heights Public Library maintains bulletin boards and a display case for purpose of promoting the services and programs of the library. Although patrons are invited to make suggestions for themes or parallel agency activities, the responsibility for design and placement of all displays rests with the staff of the library.

Exhibits

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set up for public viewing in the library and will take no extraordinary measures to insure its safety.

For the exhibits and the display case space is limited to:

1. Non-profit organizations
2. Non-commercial groups
3. Civic groups
4. Individuals with materials that are of interest to the Steger-South Chicago Heights community

Space should be used to:

1. Increase public awareness of the library's mission and goals.
2. Highlight activities or issues that are of interest to the Steger-South Chicago Heights community.
3. To promote a theme or program related to library service.

Application and Approval:

1. Applications must be completed and submitted by an individual over 18 years of age and has a Steger-South Chicago Heights library card in good standing.
2. The signee must agree to be responsible for the display/exhibit.
3. Requests will be approved depending on availability, content and consistency with the policy.
4. Displays/exhibits will not be shown without the approval of the director.
5. The library reserves the right to refuse space.
6. Reservations can be made up to 12 months in advance.
7. The library assumes no responsibility for loss, damage or destruction of items.
8. Displays/Exhibits do not imply library endorsement.
9. The library does not accept responsibility for the accuracy of the display/exhibit.
10. All displays/exhibits must meet all existing state and federal laws on obscenity, libel, defamation of character, incites violence, invasion of privacy or the support or opposition of religious belief.

11. Displays/exhibits may not support or oppose a candidate for election or an issue appearing on a ballot.
12. Space may not be used for a sales gallery.
13. The library reserves the right to cancel any reservation due to an unforeseen circumstance.
14. This policy is not all inclusive; approval of individual situations not described will be determined by the director.
15. There will be solicitations for donations.

Adopted: December 2002

Revised : June 2009

Reviewed: November 2015