

## **Public display by outside groups policy**

Ogden Farmers' Library (OFL) maintains public display cases in the entryway of the library. These cases have adjustable shelves and are locked. Other display spaces in the library are for library purposes only.

OFL welcomes displays of works of arts, crafts, literature, historical interest, or other cultural expression from community groups or organizations, students, professional artists and craftspeople, with an emphasis on those from Ogden and the surrounding communities.

Use of the display space depends on availability of space. Library displays always have priority over public displays. The library can accept or reject a display for any reason. Factors that may influence the acceptance of a display may include, but are not limited to:

- Community interests and needs
- Historical significance or representation of emerging trend
- Quality of implementation
- Relation to past/future library exhibits or programs
- Suitability of physical form
- Vitality and originality

Displays should be appropriate for people of all ages.

Displays are typically scheduled for one month at a time. Display space may not be booked more than one year in advance. The same individual or group may not mount a display more than one time in a 12-months period. Library-sponsored and town displays are not subject to this limitation.

The individual or organization mounting the display is responsible for publicizing the display

It is the responsibility of the individual or organization to set up and remove the display on agreed-upon dates. Library staff and custodians are not available to provide assistance in setting up or taking down displays. Lighting in the display areas cannot be adjusted.

Each display shall also include information indicating who prepared it and whom to contact for further information.

The individual or organization agrees to indemnify and hold harmless the Town of Ogden, the Library, its employees, and the Board of Trustees from liability in case of theft, vandalism, fire or any other loss or damage to the exhibited materials. If exhibitors desire insurance, they must arrange for it at their own expense.

The Library cannot provide storage for the property of organizations or individuals displaying in the Library.

The individual or organization may be held liable for repairs to the Library that are a direct result of damages caused by a display or by its installation or removal.

Members of the public who may object to any given display should direct their comments to the Library Director.

The Library Director or an employee designated by the library director will be the point of contact for all display case usage requests.

Adopted by the Ogden Farmers' Library Board of Trustees  
September 20<sup>th</sup>, 2018