

## **Display Space Policy**

### **Mid-Mississippi Regional Library System**

#### **Purpose:**

In the fulfillment of the Mid-Mississippi Regional Library System's role as an essential part of the communities we serve, our thirteen branch locations offer display spaces to host relevant exhibits and to promote upcoming public events related to the educational, cultural, and civic needs of the residents of Attala, Holmes, Leake, Montgomery, and Winston Counties.

#### **Display Space & Displays Defined:**

Display space in this policy will refer to bulletin boards, designated display areas (display cases, shelves, etc.), and exhibit spaces (available designated library floor or wall space).

Displays in this policy will refer to flyers, handouts, brochures, posters, books, media, art pieces, or exhibit items.

#### **Procedure:**

- Oral or written display requests must be made to the branch librarian or current staff member in charge for approval. Requests will be processed on a first-come, first-served basis, with scheduling priority given to the needs of the library.
- All display requests that need a designated display area or exhibit space or are comprised of items that must be returned to the prospective lender require the completion of a Displays and Exhibit Policy and Agreement Form.
- The branch librarian or current staff in charge will sign and date the Displays and Exhibit Policy and Agreement Form, retain the original for the library, and provide a copy to the prospective lender.
- Display requests will be reviewed by the branch librarian and other relevant staff within a reasonable time frame of no more than three business days.
- After approval, the lender is responsible for installing and dismantling the display or exhibit as scheduled. If the library must dismantle a display or exhibit because it is not removed as scheduled, the library and its staff are not responsible for any damages to the materials removed.
- After the lender reclaims possession of exhibit or display items, the owner shall sign and date the original form, indicating that all materials have been returned.
- If items are not picked up at the agreed time, the library will attempt to contact the owner a minimum of twice in writing within 60 days before arranging for the disposal of the items.
- Display items such as flyers, brochures, handouts, and posters will be posted and arranged by library staff in the approved display area in a neat and orderly fashion.
- Library staff will check display areas daily to see if any unapproved, expired, or no longer relevant displays have been posted or if items need to be removed due to lack of space.

- Display items such as flyers, brochures, handouts, and posters that expired, are no longer relevant, or need to be removed due to lack of available space will be discarded if a Displays and Exhibit Policy and Agreement Form was not previously completed for that item.

### Policy:

- All displays are to be placed in the proper designated area.
- Any displays posted that the proper library staff has not approved will be discarded.
- Display items should be no larger than the designated space and must be legible and in good condition. Business cards are not allowed. There will be a limit of one permitted display item for promoting a single event. The library reserves the right to refuse display materials that are awkward to display or take up a disproportionate amount of available space.
- Library-sponsored event displays will have priority over any other displays.
- Exhibitors using display space assume liability and shall be liable for any damage resulting from said usage, as assessed by the library.
- The library does not assume responsibility for materials, equipment, or any other article lent by an organization, group, or individual and will not be liable for loss, theft, or damage.
- Displays posted on library bulletin boards should be events of interest to the public and relevant to the local or surrounding community. Examples include free events such as local festivals, public community events, educational events, job fairs, civic club meetings, and other similar events approved by library staff.
- Prohibited displays are events where the sale of an item or service (excluding published author book sales and friends of the library fundraising events) is promoted. Events such as birthday parties, weddings, baby and wedding showers, reunions, graduation announcements, and other similar social events and advertisements for businesses or yard sales are forbidden. Religious, political, or hate/discriminatory speech displays will not be allowed. Any displays that violate federal, state, or local law are prohibited. Displays such as flyers, brochures, handouts, and posters not including the event's beginning and end date will not be permitted.
- Library patrons or the general public may make appeals for the removal of a display item or exhibit. These requests are to be submitted in writing by the objector and provided by staff to the MMRLS Executive Director, who will decide on removing the display within five business days. Removal requests must include the following information: Name and contact information, including mailing address, phone number, and email address, of the objecting individual, date of the request, location of the display and the date observed, and the reason for the objection. Appeals to the director's decision may be made to the MMRLS Administrative Board of Trustees, whose decision is final.
- Approval of a display or exhibit does not express or imply endorsement of the viewpoint of the materials or exhibitor by the Mid-Mississippi Regional Library System.



# Displays and Exhibit Agreement Form

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Applicant Name

Organization (Optional)

Library Card Number

Address

Phone Number

Email Address

Requested Set Up Date

Display Removal Date

Describe your Display  
(including the number  
of individual pieces  
included)

*I have read and agree to comply with the MMRLS Displays and Exhibit Policy*

Applicant Signature

Date

Staff Signature

Date

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***To be completed after the display removal date:***

*I confirm that all items loaned for this display have been returned to me*

Applicant Signature

Date