

**EXHIBITS AND DISPLAYS**

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COMMITTEE:	Senior Leadership Team	PASSED:	February 2001
TOPIC:	Use of Public Spaces	AMENDED:	22 October 2015
		REVIEW PERIOD:	As required.

**MANAGEMENT GUIDELINES**

1. The Library curates exhibits and displays that direct the public's attention to the materials and services offered by the Library, and that provide exposure to North Shore non-profit organizations, community service agencies and educational institutions.
2. The Parkgate Library display case is available for public booking, provided it is not required by the Library.
  - a. Groups or individuals wishing to use the Parkgate Library display case should complete the request form and submit to the Library for consideration at least two months in advance.
3. The Library decides the suitability of the display or exhibit on a case by case basis. Suitability criteria include:
  - a. The attractiveness of the display;
  - b. The relevance to a date or event; and
  - c. The relevance to the mission of the Library.
4. Exhibitors assume all risk for materials displayed. A signed release form will be required.
5. Except for the District Art Gallery at Lynn Valley, information on prices may not be posted, but the Library may provide contact information for the exhibitor.
6. Displays in the Library do not indicate endorsement of the issues, events, or services promoted by the display. A sign which notes this information will be posted for all non-library displays.
7. The Library reserves the right to reject any part of an exhibit or to revise displays.

## Related Policies:

- COMMUNITY INFORMATION (B-OP-08)