

**Jack Russell Memorial Library  
Display, Exhibit, and Posting Policy**

The Jack Russell Memorial Library provides space for public exhibits, displays, and postings. While staff creates some displays, interest shown by groups, organizations, schools, and individuals is welcome. The intent of the provided space is a way to collaborate with the community to share culture, art, information, history, and experiences.

**General Guidelines**

Space is available on a first-come, first-serve basis. There is no charge for use of the space. Adhesives cannot be applied to any library surface nor can additional fastenings or hardware to accommodate displays or exhibits. All displays and exhibits must be free-standing.

Displays, exhibits, and postings shall not exceed the space assigned. The atrium of the library and library grounds may be used for display, posting, or exhibit of materials that are sponsored by the library only.

The Library Director or designees shall approve all displays, exhibits, and postings prior to being made available to the public. All posted materials shall be marked with the date of posting and staff initials to indicate approval for posting. Scheduling of displays and exhibits is handled by the Administrative Services Assistant

Displays, exhibits, and postings shall not contain inappropriate, sexual, or graphic language or images.

Library staff is unable to assist with setting up, transporting, or taking down displays and exhibits. Storage of display and exhibit packing materials is unavailable.

Materials on display, exhibit, or posted do not represent the view or imply the endorsement of library trustees, administration, or staff.

Both the library and displayer reserve the right to discontinue a display, exhibit, or postings at any time for any reason.

**Guidelines Community Bulletin Board Postings**

Approved postings will be posted by staff within 48 hours. Postings without approval will be discarded.

Based on available space, preference will be given to materials that originate from local community organizations and clubs, educational institutions, government agencies, and non-profit organizations which announce events occurring in the next 30 days.

Postings will be displayed for a maximum of 30 days, to allow room for new materials, unless there is space available. Materials with specific dates will be removed after the listed date. Postings must be no larger than 8 ½" by 11". In the case of handouts, a maximum of 15 is allowed.

### **Legal Postings**

The library has a designated area for posting meeting agendas and legal notices. Postings can be dropped off in person during library hours or emailed to hartfordpl(at)hartfordlibrary.org.

### **Outdoor Postings**

Library grounds may be used for the display, posting, or exhibit of materials that are sponsored by the library or Friends of the Hartford Library only. Postings found will be removed and discarded.

### **Prohibited Postings**

Campaign or partisan political materials. Materials promoting commercial activities or materials resulting in personal gain. Items for sale or services. Petitions. Personal interest notices (ex: Job seeking). Surveys.

### **Display Case**

The library has one (1), locked display case available in the young adult department. Scheduling and approval of exhibits are handled by the Library Director or designee.

### **Kettle Moraine Art Guild Exhibit**

This is a permanent exhibit located on the first floor on the northwestern side of the building. Members of the Guild update the exhibit regularly and are responsible for pricing.

When a piece is sold, the Administrative Services Assistant will contact the artist to let them know about the sale. For each piece of art sold, the artist donates 25% of the proceeds to the library.

### **Indemnification**

In consideration of being allowed to display or exhibit items, the owner of items must agree to hold harmless the City of Hartford, all departments, and employees thereof for any damage or loss to the items on display or exhibit. This agreement is contained in the waiver form that must be signed prior to items being displayed or put on exhibit.

### **Appeal**

Should a display or exhibit be discontinued by the library or the right to display or exhibit be denied by the library, the displayer may appeal the decision to the Jack Russell Memorial Library Board of Trustees. The decision of the Jack Russell Memorial Library Board of Trustees shall be final.

Jack Russell Memorial Library  
Display and Exhibit Release Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Please describe the item(s) to be displayed or exhibited. Please attach photographs.

Set-up Date \_\_\_\_\_

Removal Date \_\_\_\_\_

I understand, accept, and will abide by the Display, Exhibits, and Postings Policy of the Jack Russell Memorial Library. I understand that in offering my items to be displayed in the Jack Russell Memorial Library, I release the Jack Russell Memorial Library, its board, employees, and the City of Hartford from any liability for damages, injury, loss, theft, or destruction of any items on display that may occur during the set-up or display of items.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_