Exhibits and Displays

Policy

In keeping with its role within the community and its mission statement, the Irving Public Library believes in serving the community as a source and focal point for reading and providing education in a variety of forms, to both children and adults. Such information may be in the form of displays or exhibits.

Materials considered for exhibition are subject to the following guidelines:

- Library exhibit spaces are available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use but must fall within the guidelines of the Library’s mission statement.
- Exhibitors wishing to use display space are required to submit a completed “Exhibit Display Application”.
- Designated, limited exhibit space is available to organizations and individuals engaged in educational, cultural, intellectual or charitable activities.
- Exhibits cannot in any way disrupt the normal routine of the library.
- All exhibits must be approved by the Library. It is at the sole discretion of the Library to approve or disapprove the “Exhibit Display Application.” The Library may request to view samples of the exhibit prior to approving or disapproving the request. Contact person(s) will be notified by email or telephone to confirm request upon approval. The Library reserves the right to deny an organization’s or an individual’s request if it is deemed inappropriate for general audiences. The Library facilities are public spaces which are used and viewed by community members of all ages. This factor will be a prime consideration in the approval or rejection of a display request.
- The Library reserves the right to make a final decision on the content and arrangement of all exhibits. The Library reserves the right to reject any part of any exhibit or to change the manner of the display if deemed necessary.
- Materials displayed or distributed in the Library reflect the views of the exhibitor. Provision of exhibit space does not constitute an endorsement by the Library.
- There is no charge for the use of exhibit space and no fees may be charged to view library exhibits or displays.
- The advertisement of prices in Library exhibit space is prohibited.
- No sales of exhibit work may be made on the Library premises. The displayer at their discretion may leave business cards with Library staff.
- The scheduling of Irving Public Library exhibits will take priority over scheduling of exhibits for other individuals or groups.
- The Library cannot assume responsibility for loss or damage of any items exhibited or for insurance liability for items on display. The contact person must sign a release before any item is placed in the library. Individuals, groups or organizations must provide their own insurance coverage.
- Applications for the use of exhibit space will be honored on a first-come first-served basis. The length and number of exhibits in one calendar year may be limited for each organization or individual depending on demand.
• The Library is responsible for scheduling setup and removal dates. If the exhibitor does not bring the display to the Library within three days following the agreed upon setup date, the Library may cancel the exhibit.
• The setup and removal of exhibits is the responsibility of the exhibitor.
• The Library will not provide storage space and reserves the right to dispose of exhibits left after the conclusion of the exhibit period.

See Also

Mission Statement and Service Responses

See Also in the Appendix

User-Initiated Exhibits, Displays and Bulletin Boards 2019