

## **Lincoln County Library System**

### **Displays and Exhibits Policy**

As an educational and cultural institution, the Lincoln County Library System (LCLS) welcomes exhibits and displays of interest, information and enlightenment to the community. Exhibit cases (glass enclosed) and exhibit areas (wall and shelf areas designated for display) are available in the Kemmerer Library and in some other branches.

#### **Guidelines:**

1. The Director or Branch Librarians or their designated staff shall accept or reject materials offered for display based upon its suitability and availability.
2. The scheduling and organization of exhibits will be the sole responsibility of the Library.
3. Materials from for-profit organization or those prepared primarily for commercial purposes will not be included in Library exhibits.
4. The Lincoln County Library System is not responsible for theft or damage, nor does it carry insurance to protect items loaned for display in its cases or in its exhibit areas. Insurance is the sole responsibility of the lender.
5. All persons loaning items for exhibits in any Public Library agency must complete and sign a "Display and Exhibit Release" form. The Agreement must be signed before any loaned items are placed on exhibit.