

**MIDLOTHIAN PUBLIC LIBRARY  
POLICY AND GUIDELINES REGARDING USE BY THE PUBLIC OF  
LIBRARY DISPLAY & EXHIBIT SPACE**

**I. PURPOSE**

The Library welcomes local community groups, artists, and the public to exhibit their work in the Library. The Library provides space for exhibits and displays that support the mission of the Library, by providing the public with opportunities for information, education, and culture. The Library seeks to exhibit works that represent the diversity of our community, a wide range of artistic styles, and a broad spectrum of viewpoints. The Library does not endorse any specific beliefs or viewpoints, which may be the subject of the displays or exhibits.

**II. DISPLAYS AND EXHIBITS**

A. Exhibit and display spaces may be used by the following, in order of priority:

1. Midlothian Public Library and library related groups
2. Official agencies and boards of the Village of Midlothian
3. Individual artists, art cooperatives, school art classes, or collectors who display non-commercial exhibits
4. Educational, cultural, or civic groups
5. Non-profit organizations
6. Individual artists, art cooperatives, school art classes, or collectors who display commercial exhibits, with prior approval and off-site sales

B. Individuals and groups who use the Library's exhibit and display spaces are expected to comply with the following requirements:

1. All artwork and artifacts must meet acceptable community standards, per review by the Art Coordinator or a Department Manager.
2. Material and equipment which, in the opinion of the Library Director, are potentially dangerous to Library users, staff, or property may not be brought into any area of the Library.
3. All reservations are on a first-come, first-served basis. Space may be reserved for one calendar month. An additional month may be granted at the discretion of the Library Director. Reservations will be accepted up to 12 months in advance.
4. Applications must be made in writing by completing the *Meeting Room Art Exhibit Request* form or the *Library Display Case Reservation Request* form.

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5. Exhibitors may display a sign indicating name and contact information.
6. Exhibitors whose work is for sale may indicate this with a sign, but no prices may be included on individual art pieces.
7. Exhibitors are responsible for the set up and removal of art and artifacts in a timely manner. The Library reserves the right to remove an exhibit or items from an exhibit.
8. The Library assumes no responsibility for the preservation, protection, possible damage, or theft of any item exhibited.
9. It is encouraged that artists make a small donation on all items sold to the Friends of the Midlothian Public Library.

### III. NOTICES AND HANDOUTS

- A. Limited space is available in the Library for non-profit, non-commercial organizations to post notices and leave handouts of an educational, cultural or civic nature. Individuals may not post notices or leave handouts in the Library.
- B. Notices may be posted on the bulletin board, and handouts distributed at designated locations. Specific authorization from a Department Manager is required for a notice to be posted or a handout to be displayed in any location.
- C. The Library reserves the right to determine where a notice or handout will be located.
- D. Notices and handouts will be removed and disposed of after they become dated, or earlier, if, in the opinion of designated Library staff, they have been displayed for a reasonable period.
- E. Display cases, bulletin boards, and areas where handouts may be placed are also needed to publicize Library programs, activities, services, and materials, and to post required legal notices. Priority shall be given to these needs.
- F. Materials urging support of or opposition to candidates for office in a particular election or to issues on the ballot are prohibited. Materials that a reasonable person would believe to be an endorsement of a religion or religious belief by the Library are also prohibited. No material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence may be posted or displayed.

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