

## Drake Community Library Display Space Policy and Request Form

The Drake Community Library has display space available for use by the public when not otherwise required by the library. The display spaces may be made available upon the following terms and conditions:

1. The display spaces shall be made available first to the library for use in connection with its programs and activities.
2. When not otherwise required for library use, the display spaces may be made available, free of charge, for educational, recreational, cultural, or civic exhibits by patrons. Exhibit space will not be made available for promotional, commercial, fundraising, religious proselytizing, or partisan political purposes. Educational exhibits involving these subjects, however, are permissible. Exhibitors may not request donations.
3. Exhibit space may be made available for up to **60 days twice a year** per exhibitor/organization, with the addition of added exhibit time per the library director's discretion and availability. The library will use its best efforts to meet scheduling commitments. **Nevertheless, the library reserves the right to postpone, reschedule, or cancel** an exhibit.
4. The library may reject a proposed exhibit and is not obligated to accept every exhibit offered. The determination of whether to make space available for an exhibit, the amount of space that may be made available, and the amount of time allotted to an exhibit shall be made by designated library staff in his or her reasonable discretion. In exercising his or her reasonable discretion, library staff shall consider the following factors:
  - a. The relationship of the subject matter of the exhibit to a scheduled activity or program in the library's meeting rooms;
  - b. The relationship of the subject matter of the exhibit to matters of widespread interest to the citizens of Poweshiek County or related to Poweshiek County or the state of Iowa;
  - c. Past or scheduled exhibits relating to the same or similar subject;
  - d. Number of competing requests for exhibits during the period requested;
  - e. Number of prior exhibits by the requesting individual or organization;
  - f. Date the request was received.
5. The library does not endorse and is not liable for the content or viewpoint expressed in any exhibit. The library does not verify the accuracy of any exhibit. All exhibits must meet state and federal laws relating to obscenity and must not be defamatory or constitute an invasion of privacy. The library reserves the right to cancel and remove any exhibit the library determines in its sole judgment does not comport with the policies set forth herein.
6. Library staff will notify the contact person for the group prior to the group's scheduled reservation as a courtesy reminder and at the end of the exhibit period for take down.
7. **The library assumes no responsibility for the preservation, protection, or possible loss, damage, or theft of any item displayed or exhibited. All items placed in the library are done so at the exhibitor's sole risk and are not insured by the library.**
8. The area available for display consists of *five locking cases, pamphlet shelving, and the corridor down the center of the building.*

Submission of request does not guarantee acceptance of reservation. Formal confirmation of booking will be emailed to applicant.

9. Requests to use display space may be made up to six months prior to the beginning of the requested period. Requests must be made through the display case request form found below and on our website.

10. Exhibitors must supply their own tools and supplies for installation. No tape or other adhesives may be affixed on the walls or inside display cases. Exhibitors shall be responsible for all costs associated with the mounting and removal of displays and exhibits and shall reimburse the library for any damage to the building, display cases, or library property.

11. The library, however, will provide access to a stepladder. Requests for shelving must be made at the time of booking. Exhibitors are prohibited from removing and/or adjusting shelves once installed by library staff.

12. Once the exhibit is installed, any changes must be made by appointment with designated library staff.

13. Prior to installation of a display, the responsible individual will receive the Guidelines for Community Displays and sign the Waiver of Responsibility.

Display Space Exhibitor Agreement

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Name of Exhibitor/Organization	Signature of Exhibitor	Date
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Exhibitor Phone #	Exhibitor Email Address
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Display Dates	Signature of Library Representative	Date
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By signing this form, I acknowledge that I understand the conditions associated with displaying items in the library. I am aware that the library will not be held responsible for the reimbursement or replacement of lost, damaged, or stolen items.

**Adopted: 04/24**  
**Revised: 5/24**