



Conway Public Library

Exhibit & Display Policy

Exhibit space is available in the Ham Community Room for community organizations and individuals engaged in educational, cultural, intellectual, or charitable activities. Proposed exhibits must be within the public interest and consistent with the role of the Conway Public Library. Exhibits and displays advocating a commercial enterprise or political or religious position are prohibited.

Access to all groups or individuals will be on an equitable basis. Requests for exhibits shall be directed to the librarian designated by the Library Director to schedule displays in compliance with this policy. If necessary, the Library Director will make a final determination of compliance.

Although every effort will be made to avoid conflicts in scheduling, Library displays and exhibits will take precedence over any other use of the display or exhibit, possibly without prior notification.

The presence of a particular display does not necessarily indicate that the Library either advocates or endorses the viewpoints of the exhibits or exhibitors.

Additional Conditions of Display

1. Displays must conform to the space restrictions of the assigned area and be securely affixed to the metal fixtures provided by the Library.
2. Individuals and organizations providing materials for displays will be acknowledged with a sign, not larger than 11" x 17", indicating who is providing the display. Exhibitors may submit biographical and exhibit specific information to the librarian designated by the Library Director to schedule displays. When possible, this information will be used in the Library's programming publicity. Exhibitors are responsible for making their contact information available for visitors.
3. The exhibits and displays are not available for commercial use. Items relating to the exhibit, such as prints or note cards, may not be available for sale as part of the display. Any prices of artwork on display may only be noted in an exhibitor's accompanying portfolio, pamphlet, brochure, or booklet. Prices may not be directly on or near the items on exhibit.
4. Displays may be in place for up to four weeks. The Library reserves the right to limit the frequency, length, and placement of exhibits.
5. The Library assumes no responsibility for damage to or theft of the items showcased. All items placed in the Library are done at the owner's risk.
6. The owner of the displayed items is responsible for retrieving the items at the conclusion of the display period or earlier if notified.