

510 / Building Use

Bulletin Boards, Displays/Exhibits

The use by individuals or organizations of the library's facilities for display/exhibits is a privilege subject to review by the Library Board of Trustees.

The Library Board reserves the right to restrict or deny use for just cause; such cause may include infraction of any policy. Use will not be restricted due to the beliefs or affiliations of groups requesting its use; since use is open to all types of groups, the library does not necessarily endorse the philosophies or practices of those groups. However, no outside organization or individual shall be permitted to display any materials which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative for or against any political or partisan proposition.

No display/exhibit shall be presented for viewing without permission from the Library Director or his/her designee(s). No posters, pamphlets, brochures, leaflets, or booklets shall be exhibited, displayed, or placed in the library for distribution without permission from the Library Director or his/her designee(s).

Displays/exhibits will be given priority in the following order:

- Library displays and materials
- Friends of the Villa Park Library displays and materials
- Non-profit organization/individual displays and materials
- Individual materials

No individual nor any outside organization shall solicit donations, or, sell, or advertise commercial products or services. Neither may they display anything which advocates or solicits consideration of a product or item sold by any commercial or charitable enterprise without the prior consent of the Library Board.

Announcements of bazaars or programs sponsored by any local educational, religious, or fraternal organization may be displayed on a first-come, first served basis provided there is room for such displays and they are of reasonable size.

The library does not carry insurance on privately owned items which are displayed in the library. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. A signed waiver of liability must be submitted before any items will be displayed or exhibited.

The person bringing in the display is responsible for its arrangement and removal, but the library has the right to re-arrange or dismantle the display as it deems necessary. Each display must be accompanied by a sign explaining the display.

Building Use, Bulletin Boards, Displays/Exhibits (Waiver of Responsibility Form)

I have read Policy 510: Building Use, Bulletin Boards, Displays, and Exhibits. I agree to abide by it and future revisions of the policy.

I agree not to hold the Villa Park Public Library accountable for the replacement or repair of my property, should any loss or damage occur.

Today's date: _____

Name: _____

Phone number: _____

Type of material to be exhibited:

Start date of exhibit: _____

End date of exhibit: _____

Staff member accepting materials to be exhibited: _____



Display removed on: _____

I hereby acknowledge receipt of my property: _____

Approved 05/21/1984
Revised 06/28/2006