

Display and Exhibits Managerial Policy

The Kanawha County Public Library System (KCPL) is pleased to offer artists, collectors and organizations the opportunity to display their work to the community. Exhibit space is open to individuals and organizations.

In addition, KCPL has designated available space at each Branch location for the announcement of governmental, educational, cultural, and recreational events, programs or meetings of local interest which are open to the public. In accordance with the KCPL Code of Patron Behavior regarding solicitations, petitions, commercial advertisements, and personal announcements are prohibited. Library and library-related events and programs are given preference. KCPL shall have the final decision on the content and arrangement of all exhibits, displays, and announcements. Any decision made by KCPL including the Director/designee must be made in accordance with the Library's policies.

In accordance with KCPL's mission, exhibits and displays should present a broad range of ideas, subjects, and viewpoints for the personal, informational, educational, cultural, and recreational enrichment of people of all ages, interests and circumstances.

Display Provisions

1. The Library Director/designee must approve all materials for display or exhibit. Exhibit and Display spaces and their use are at the discretion of the Library Director/designee. Exhibits by commercial entities are permitted only with prior approval of the Library Director.
2. Exhibits and displays must be informational and/or cultural in nature. Partisan or sectarian materials are not permitted. As the Library endeavors to present a broad spectrum of ideas and variety of viewpoints, material exhibited does not necessarily represent the view or imply the endorsement of the Board of Directors, administration, or staff.
3. All exhibited materials must meet existing state and Federal laws on obscenity, libel, defamation of character, and invasion of privacy. KCPL expressly reserves the right to reject any display in whole or in part which it deems to be inappropriate based upon local community standards.
4. Exhibit space is available for a period of time to be determined by the Library Director/designee. In consultation with the Library Director/designee you will set times for exhibit/display installation and removal in advance.
5. Exhibits may be added to the Library's insurance at the discretion of the Library Director/designee. Exhibitors must submit proper documentation of the value, title, and medium of work to be added to the insurance.
6. All exhibits are done so at the owner's risk unless previously agreed upon by the Library. The Library assumes no responsibility for security against theft or damage of any displayed material. Exhibitors must sign a release form to this effect and should check their own insurance policies regarding theft or damage.
7. Additional explanatory material, labels, programs, and handouts require approval by the Library Director/designee. The use of special lighting, A/V material or electronic media must be noted on the application and approved by the director/designee.
8. KCPL staff is responsible for organizing and developing displays and exhibits. Due to space limitations, KCPL cannot provide storage for the property of groups or individuals displaying in the Library.
9. Exhibitors are encouraged to publicize exhibits in the local media. Mention of KCPL in the

publicity must be limited to stating viewing dates, times and location.

10. Any reception or related activity must have the express consent of the Library Director/designee.
11. The sale of exhibit items is prohibited unless previously approved by the Library Director/designee.
12. The exhibitor or a responsible party representing the exhibitor must sign the application form and assume responsibility for compliance with this policy.
13. The Library reserves the right to remove an exhibit if it interferes with the normal operation of the Library.

Announcement Provisions

1. Announcements are limited to a single, non-returnable copy no larger than 17'x22'.
Materials that meet these criteria are posted when space is available by designated KCPL staff for up to one month on a first-come, first-served basis.
2. Only civic, educational, and community programs and events may be displayed. Partisan political, religious, and commercial material is strictly prohibited. KCPL expressly reserves the right to reject any announcement it deems to be inappropriate based upon local community standards.
3. The distribution of multiple copies of brochures, flyers, newsletters, newspapers, etc. is limited to library and library-related materials. Library-related materials may be selected for display by designated staff in order to promote library materials, services or programs. A gift copy may be donated for consideration as an addition to the collection. See Donation Policy.
4. Any materials posted in the library or left without regard to this policy as well as outdated, torn or disfigured materials will be removed by KCPL staff.

Approved by the Board as a Managerial Policy on June 13, 2022