

**Southern Lehigh Public Library**  
**3200 Preston Lane, PO Box 279**  
**Center Valley PA 18034**  
**610-282-8825 Fax 610-282-8828**  
**www.solehipl.org**

## **DISPLAY CASE POLICY**

### **Purpose**

The Southern Lehigh Public Library functions as an intellectual and cultural resource for the community. Displays are a means through which the public can visually share experiences, appreciate special interests, and exchange information.

### **Physical Description**

The display case is located in the Library lobby. It contains 4 shelves for display contents. Three of the shelves are glass and are adjustable. The inside back wall is covered with material and items can be attached to the material with thumb tacks or push pins. The dimensions are: Height – 6'4"; Length - 4' Width – 18"

### **Guidelines**

- Displays are accepted and may be solicited at the sole discretion of the Library Director, in consultation with appropriate staff members. Display proposals will be reviewed for their educational and cultural value, including their value in promoting use of the Library.
- Displays may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or fundraising, unless deemed otherwise, at the discretion of the Library Director. Religious proselytizing and partisan political recruitment are similarly prohibited; educational displays on these subjects are allowed.
- Displays that focus on a public issue (including elections, lifestyle choices and political issues) must include information about major aspects of differing points of view.
- The Library has the right to review the materials before the exhibit is set up. The Library will not accept displays, exhibits, posters, etc. which are judged illegal, offensive, obscene, gruesome or inappropriate for a public library setting (i.e. one that is free and open to persons of all ages).
- The Library reserves the right to remove item(s) from the display at any time and will notify the sponsoring person or group immediately.
- Displays will be approved and scheduled as space and time permits. The sponsoring group or individual is responsible for creating the display, setting it up on schedule, and removing it before the next scheduled display.
- The fact that an organization or person is permitted the use of the display case does not in any way constitute an endorsement by the Library of its policies or beliefs and no claim to that effect may be used in advertising.
- The exhibitor assumes all risk of damage or loss. Inclusion of valuable objects in displays is strongly discouraged. The Library is not responsible for display case items damaged, lost, or stolen. Prior to the display, the exhibitor will sign a disclaimer releasing the Library from all responsibility for the works displayed. The display case is locked; however, the Library does not carry insurance on, and is not responsible for, items owned by the exhibitor.
- The user must supply all props, backgrounds, fasteners, tools, etc. and they are responsible for the erection and dismantling of their displays. The inside back wall of the display case is covered with material and items can be attached to the material with thumb tacks or push pins. No tape or glue is permitted on any part of the display case. There is no charge for the use of the display case.
- The Library does not have space for storage of the property of exhibitors in the Library building.

### **Procedures**

- Persons interested in using a display space at the Southern Lehigh Public Library must first fill out a "Display Case Application". This form can be picked up at the circulation desk. A copy of this policy is included with the application.
- Applications will be considered on a first come first served basis and are limited to one two-month period (January/February, March/April, May/June, July/August, September/October, November/December) per calendar year for each individual or organization with the exception of The Coopersburg Historical Society, which has use of the display case for May/June and September/October each year. The Library reserves the right to alter the schedules of displays, including the length of time for a particular display.
- Use of the display case for Library purposes takes precedence over other uses. On the rare occasion that the Library finds it must use the case unexpectedly for its own purposes, even though a non-library exhibit has been previously scheduled, the Library will make every effort to schedule an alternate time for the non-library exhibit.
- Individuals and groups are encouraged to make reservations for displays well in advance.
- No items may be sold from and no prices may be posted on items in the display case, except by approval of the Library Director.