

# **DISPLAYS, EXHIBITS, & BULLETIN BOARD POLICY**

As an educational and cultural institution, the Elkader Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited, providing space is available. The Library Director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

A release must be signed by the exhibitor before any artifact can be placed in the library. (See attached.)

## **Bulletin Boards:**

- Posters no larger than 11"x17" in size will be accepted. Smaller posters are encouraged.
- Posters will be removed as soon as the event is over. Posters and announcements left at the Library become the property of the Library and will not be returned.
- Petitions are prohibited.
- Only posters from non-profit organizations will be accepted. Personal, commercial, or profit-making posters are not allowed.
- Postings may be on display for no more than two months prior to the event.

Approved: January 11, 2010  
Reviewed & Adopted: February 4, 2013  
Reviewed & Adopted: January 12, 2016  
Revised & Adopted: March 12, 2019  
Reviewed & Adopted: February 8, 2022  
Revised & Adopted: May 13, 2025

## The Elkader Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Elkader Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the Elkader Public Library\_\_\_\_\_

During \_\_\_\_\_

Description of materials loaned \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_