

KNOXVILLE PUBLIC LIBRARY DISPLAY AND EXHIBIT SPACES POLICY

The Knoxville Public Library offers display and exhibit spaces to connect library visitors to the world of ideas. Display space will be made available mainly for items of an informational, educational, cultural, civic, or recreational nature.

Materials displayed or distributed in the Library do not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

Political campaign signs cannot be displayed, per [Iowa Code](#).

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

The Knoxville Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

The scheduling of displays and exhibit spaces for Knoxville Public Library, City of Knoxville, and Friends of the Library takes priority over scheduling for others.

GENERAL GUIDELINES:

- Items must be submitted to the Information Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by library personnel.
- Preference will be given to items no larger than 8½"x 11." Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- Materials NOT accepted for posting include: items that omit essential information such as place, time, and time; items so large in size that they exclude posting of other items; and petitions

Specific bulletin boards have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities. All items must be identified with the name of sponsoring person or organization, time, and date of event.

Some materials may be submitted for temporary posting on a bulletin board including:

- items promoting a continuing service
- miscellaneous postings that include, but are not limited to: employment opportunities, lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.).

Library-provided display racks hold multi-copy informational handouts.

Library-provided free-standing display cases/ electronic display monitors may be utilized exclusively by the Knoxville Public Library, City of Knoxville, and Friends of the Library organization.

EXHIBITS

Exhibits in designated spaces provide an opportunity for artists and designers to display their work within the limits of the space, with an understanding that the space is used regularly by people of all ages.

GENERAL GUIDELINES:

- Applications for exhibits may be submitted to Knoxville Public Library's personnel.
- Applications will be approved by the Library Director, based on availability of space and suitability of the exhibit for the space and audience.
- Preference may be given to exhibits with:
 - overall community interest
 - local artists and designers
 - a connection to libraries, items in the Library's collection, Knoxville Public Library programs or strategic initiatives
 - Knoxville, Iowa, or current events
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist's or designer's name and contact information may be displayed with the artwork.
- Exceptions to the above may be made at the discretion of the Library Director.

Approved by the Library Board of Trustees

Date: July 19, 2022

Exhibitor Release and Hold Harmless Agreement

I (We) agree to hold the Knoxville Public Library, library staff, Board of Trustees, and the City of Knoxville harmless from any and all liabilities and claims of loss, damage or injury whatsoever nature and howsoever the same may be caused or may arise resulting directly or indirectly from being displayed at the Knoxville Public Library including, but not limited to lost, stolen, or damaged display materials.

I (We) agree that photographs of me and/or my collection may be used by the Knoxville Public Library for promotional and publicity purposes.

Signature of Exhibitor: _____

Date: _____