



## **Exhibits & Advertising Policy**

The Geneva Public Library (“the Library”) presents displays and advertisements to encourage the use of Library and community resources, and to promote a positive view of the Library in the community. Approval of a display, advertisement, or distribution of handout materials by the Library does not indicate an endorsement of any cause or activity. This policy provides guidelines to ensure the appropriate use of display space.

### **1. Displays and Exhibits**

Requests made by the public for display space shall be granted only for materials that are designed primarily to promote interest in Library or community resources or promote a positive view of the community.

Exhibits will not include price of objects; only the name, address, and telephone number of the display sponsor (when appropriate) may be made available to the public.

Requests shall be considered and approved by the Executive Director or designated employee.

The Library reserves the right to limit the size, number of items, the schedule and length of any exhibit, and the frequency with which the artist or organization may have a display.

Artists, individuals, and organizations requesting to display objects, collections, or other materials are chosen on a first-come, first-booked basis. Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of a display area for exhibits if it is determined that the display space is needed for Library purposes.

The artist, individual, or organization is responsible for setting up their own artwork or objects, arranging, and taking down their exhibit. Library employees will not assist the artist with setting up or taking down their exhibit, but may supervise installation.

The Library cannot reimburse for the cost of materials and supplies needed to hang or display artwork or other objects.

The Library is not responsible for any artwork or objects that are lost, damaged, or stolen while on exhibit or display.

The Library will not charge individuals or organizations to display material.

The Library reserves the right to decline content that is deemed not appropriate for display.

## **2. Community-wide Advertisements, Handouts, and Flyers**

The Library acts as a distribution point for advertisements and handout materials for public awareness. These items may represent diverse points of view. The Library, at its discretion, will provide reasonable space for community announcements, notices of events, and public information. The Library will refrain from posting advertisements of products or services offered by for-profit organizations or individuals, and retains the right to remove posted materials that violate this policy.

## **3. Requests to Add Content to the Library Website or Social Media Accounts**

The Library's website and social media accounts provide links to external websites and social media accounts to support the Library's mission. Visitors to those sites and accounts are advised to check the privacy statements and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

Non-Library parties may suggest or request links, but inclusion and placement of all external links will be at the sole discretion of the Executive Director and/or their designee(s).

**Adopted by the Board of Trustees:** September 25, 2013

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**Reviewed by the Policy Review Committee:** 10/10/2024