

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No: PUB-08	Title: EXHIBITS		
Section: Public Services	Owner: Assistant Director	Resolution No: 21-12	
Board Approval Date: 08-19-2019	Staff Reviewed Date: 04-30-2023	Revised Date: 07-19-2021	Effective Date 07-19-2021

**Policy Statement:**

Library exhibit spaces, including display cabinets, meeting rooms, floor spaces and galleries, are used primarily for the promotion of library materials, programs and services; and preference shall always be given to library needs. When these spaces are not otherwise in use the library may invite, at its discretion, individuals or community organizations to exhibit collections or materials which are of general interest to the public. All exhibits will be designed to be consistent with the library’s mission statement to provide “outstanding and innovative library services for all.”

The library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited. Items are placed on display in the library at the owner’s risk. All exhibitors will sign a form that releases the library from any responsibility for exhibited items.

Any sales of exhibited materials are to be conducted privately between the artist and customer; MCDL staff cannot be involved in any part of the sale. During the show, artists may provide business cards or brochures listing works for sale with prices. Prices may not be listed directly on the exhibit item. Exhibited items should always remain displayed for the duration of the entire show until the publicly listed closing date.

MCDL will not exhibit any items containing nudity, violence, obscenity, or sexual or graphic medical images.

Related Forms: PUB-08.01 Exhibit Application-Waiver  
PUB-08.02 Exhibit Inventory