

# **OAK LAWN PUBLIC LIBRARY**

## **BOARD POLICY**

### **COMMUNITY USE OF DISPLAY CASES**

The Oak Lawn Public Library display cases are available to community groups, organizations, and individuals for the purpose of exhibiting special collections, handicrafts, activities, and creative works. The presence of these materials does not constitute sponsorship or endorsement by the Library.

Use of Library display cases is subject to the following conditions:

1. Display cases may be reserved for three months, pending availability. Reservations coincide with the quarterly schedule of the Library's newsletter.
2. All must complete the standard application form. The Marketing Manager has complete administrative responsibility for approval and scheduling. Applications are approved on a first-come, first-served basis. Please notify the Marketing Manager immediately if a reservation must be cancelled.
3. Organizations or individuals are not permitted to display or exhibit any materials of a political nature, or which advocate for a political proposition or candidate.
4. Items displayed at the Library must consider community standards and show respect for the diverse beliefs and values of the people of Oak Lawn. The Library does not permit the display of materials which are offensive to decency, are obscene or immoral in nature, or so suggestive as to be offensive to the moral sense, or which are calculated to incite crime.
5. Organizations or individuals are not permitted to place in the Library any advertisement or receptacle which solicits monetary donations or advocates or solicits consideration of any product or service sold by any business, charitable enterprise, or individual. Exceptions will be made for special events and fund-raising campaigns sponsored by the Library, the Friends of the Library, or the Oak Lawn Community Library Foundation.
6. Items displayed may have brief descriptions or labels, but cannot include values or prices with intent to sell. No auctioning or negotiations shall take place on Library premises.
7. The Library reserves the right to publicize scheduled displays. Applicants must notify the Marketing Manager if they intend to send out their own publicity.
8. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. Display materials must be contained within the assigned case. All items are displayed at the owner's risk. The Library does not provide any insurance coverage for the collection or artwork, neither property damage, fire, nor other insurance coverage. The owner(s) if displayed collections or artwork agree to defend, indemnify and hold harmless the Oak Lawn Public Library from any and all losses, claims or liability arising out of or relating directly to the use of its premises.
9. Display cases must be left in the condition they were found. The organization or individual

making the reservation is responsible for any and all damages. The exhibit must remain intact during the scheduled display period.

10. Display items must be removed at the end of the assigned reservation period. The Library may dispose of materials left on the premises more than one month after the reservation period has ended.

Adopted: 2/16/98

Revised: 2/17/15, 2/21/2023, 2/18/2025