



## **Lafourche Public Library Display Policy**

The Lafourche Public Library is pleased to offer artists, collectors and organizations the opportunity to display their work to the community. Exhibit space is open to individuals and organizations. Organizations shall designate one (1) person as a representative. Exhibit periods are arranged with the Branch Librarian or Manager. Final approval is given by the Library Director. The following guidelines govern displays provided by the public:

1. Application for exhibits is made on a first-come, first-served basis. The Library shall have the final decision on the content and arrangement of all exhibits and displays. The Library expressly reserves the right to reject any display in whole or in part which it deems in its sole discretion to be inappropriate based upon local community standards.
2. The exhibitor may be required to show samples of the proposed exhibit.
3. Exhibits in the Library are seen by everyone during regular business hours, including children and adults. The materials of the exhibits and displays must therefore meet what is generally known as "the standard acceptable to the community." Every item must meet the Library's standard of value and quality, and the Library reserves the right to reject any part of an exhibit or display.
4. Partisan political, religious, and commercial material is strictly avoided in the exhibits and displays. Displays shall not include the price of objects. The library reserves the right to limit the size, number of items in a display, and the schedules of displays.
5. The areas available to the public for exhibits and displays are locked glass exhibit cases located in the foyer area.
6. The artist/collector is responsible for setting up and removing the display. All publicity related to exhibits and displays shall be submitted to the Library for approval and shall be distributed to the various media by the Library.
7. Exhibits and displays will normally be scheduled for a period of one (1) month. If the exhibit/display is not set up by the assigned period, the exhibit/display may be canceled by the Library. If the exhibitor/collector must cancel a show, it is expected that he/she contact the Library as soon as possible to see if another date may be arranged.
8. Due to space limitations, the Library cannot provide storage for the property of groups or individuals displaying in the Library.
9. The Library shall not be held responsible and is expressly relieved from any and all liability by reason of injury, loss or damage to any person or property in or about the premises occurring during the exhibitors use of the premises.
10. Exhibitors must sign the "Displays Agreement" form.