

## Shaw Public Library Display Space

To meet the objectives of the library as a community resource center, the library offers display space to organizations engaged in educational, cultural, intellectual or charitable activities as space permits.

The following general guidelines apply:

- Approval for posting of materials must be obtained from the library director.
- First preference is given to the promotion and display of library events.
- Posters and / or other printed materials promoting programs/ projects of a commercial or political nature will not be displayed or distributed.
- Notices / posters with printed charges are accepted if sponsored by organizations which can prove a non-profit, tax-exempt status.
- Items left without approval will be discarded without notification after 5 days.
- Posting of notices does not imply endorsement by the Shaw Public Library.
- The Shaw Public Library reserves the right to make the final decision as to whether or not a given piece is to be displayed.

### **EXHIBITS**

Occasionally, exhibits from sources within the community may be allowed in the library. All exhibits considered for space within the library must support the mission of the library and not cause disruption of the regular flow of library work and service. Such exhibits will remain in place for not longer than four weeks, with set up and removal being the responsibility of the exhibitor. The library assumes no liability for damage or loss relating to any exhibit set-ups for public viewing in the library and will take no extraordinary measures to insure its safety.

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