

Fort Dodge Public Library

Displays Policy

Policy

Fort Dodge Public Library offers display/exhibit space to connect library visitors to the world of ideas and increase awareness of library resources.

Content

Displays/exhibits at the library shall further one or more of the following purposes:

- To call attention to a theme related to library services, collections, or programs.
- To bring together library materials from several subject areas related to a theme of current interest.
- To highlight current issues, events, or other subjects of public interest.
- To display original art, crafts, photographs, or writings created by Iowa artists or contained in traveling exhibits.
- To explain the activities of, or issues related to, local organizations and agencies engaged in civic, educational, recreational, cultural, intellectual, or charitable activities.
- To display interesting collections or hobbies of local residents.

Displays/exhibits at the library may not be used for the following purposes:

- To promote a specific business or commercial endeavor.
- To promote a specific religious concept.
- To espouse partisan politics or promote political campaigns.
- To demean groups or individuals.

All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.

The library does not accept responsibility for ensuring that all points of view are represented in any single display. Granting permission to display materials does not imply Fort Dodge Public Library's endorsement of content, nor will the library accept responsibility for the accuracy of statements made in any such materials.

The library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purpose laid out in this policy.

Fees and Liability

There is no charge for the use of the library's display/exhibit space and no fees may be charged to view displays in the library.

The sale of anything other than items which promote the mission or goals of the Fort Dodge Public Library is prohibited. Library display space may not be used as a sales gallery.

Fort Dodge Public Library assumes no responsibility for the theft, loss, damage, or destruction of displayed materials, exhibits, or loaned items.

Repair of any damage to library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsoring person or organization.

Scheduling

The scheduling of displays/exhibits for the Library, Friends of the Fort Dodge Public Library, Fort Dodge Public Library Foundation, and the City of Fort Dodge takes priority over scheduling for other groups/individuals. Groups and individuals within Webster County seeking to use the library's display/exhibit space will also take priority over outside groups.

Groups or individuals should reserve display space by contacting the library at least two (2) weeks in advance. Displays/exhibits may not be scheduled more than one (1) year in advance.

In order to encourage diversity of displays/exhibits, individuals or groups may be limited to one (1) display/exhibit per year.

General Policies

The group or individual preparing/sponsoring the display/exhibit must be identified as part of the display.

Groups or individuals exhibiting a display will be responsible for all setup and teardown of the display. Display materials must be removed by/on the designated date.

The library reserves the right to refuse to schedule any group/individual for future displays if they fail to follow library policies.

Non-monetary charitable donation receptacles for local organizations may be considered on a case-by-case basis.

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