

## **McMinnville Public Library – Exhibits and Displays**

We depend on members of the community to help us fill our display cases with a variety of interesting collections and artwork. Without these contributions, our library would lose an important resource. Our display cases are locked and are free to use. A display can remain in the case for 1 month or more. A short description of the display may be printed in the News Register or other community newsletters. Following are the regulations for the use of the library display cases. Exceptions to any of these policies may be considered by the Library Director.

### Permissible displays

Library displays and library-sponsored displays shall have priority in the use of library display cases. Community use of display cases will be assigned on a first-come, first-served basis to groups and individuals serving the needs of the community or promoting our mission: Read, Learn, Grow, and Inquire. Such groups or individuals may include:

- a) Civic improvement organizations.
- b) Cultural, historical and artistic artifacts.
- c) School, service and social welfare groups.
- d) Other groups not covered by exclusions.
- e) Personal collections or personal art of interest to the community.

### Exclusions

- a) Displays involving for-profit sale or advertising of products or services.
- b) Displays intended to recruit persons for fee-based events. Special permission must be obtained from the Library Director.
- c) Displays intended to promote or create business opportunities.
- d) Displays for religious instruction or with an obvious political leaning.
- e) Displays only for personal or family purposes or interests.
- f) A return use by a group that has abused the facilities or regulations.

The library reserves the right to refuse displays and the right to remove displays, pamphlets or exhibits that in its judgment do not follow the policy. Acceptance of materials for display does not imply approval or disapproval by the library of the ideas or opinions expressed. The library assumes no liability for the safety of any of the items displayed. The Library Director resolves questions regarding interpretation of this policy.

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Please complete this form and leave it with a librarian.

Name of Exhibitor/Organization
Contact information (phone, email)
Name of exhibit
Brief description of the display/exhibit/collection (to publish in the paper)**

\*\*Please note: If you would like to display a longer explanation or a biography of yourself, your work, a history of your collection, etc, with the display, we would be proud to have it. Please put it in the display case. If you have an electronic copy and you email it to us, we may choose to put it on our website or submit it as a piece for the News Register to possibly publish as a story. We reserve the right to make edits, additions and small alterations to the digital copy if we choose to post or submit it. Please do not include personal information you would not want circulated. Email: [libref@ci.mcminnville.or.us](mailto:libref@ci.mcminnville.or.us)

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**Waiver – Please read and sign.**

The signer of this note agrees and understands that, though all reasonable security precautions will be taken by the library staff, the McMinnville Public Library is not financially responsible for the loss or theft of and/or damage to exhibit material being loaned for display in the library.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date