



ANKENY KIRKENDALL PUBLIC LIBRARY
Ankeny, Iowa

The Mission of the Ankeny Kirkendall Public Library
Welcoming all to Learn, Imagine, and Do

SUBJECT: **FORMAL DISPLAYS AND EXHIBITS**

BACKGROUND: Formals displays and exhibits are seen by anyone who walks into the library, both children and adults. The materials contained in the exhibits must therefore meet what is generally known as “a standard that is acceptable to the community.”

POLICY: The Ankeny Kirkendall Public Library is a public building within the city of Ankeny. The use, by individuals or organizations, of the library’s facilities for displays and/or exhibits other than those which pertain to the library, is not a right but a privilege which is subject to review by the Ankeny Kirkendall Library Board of Trustees. The Director may grant the privilege of placing exhibits and displays in the library.

PROCEDURE: A. The Library’s own needs for display space takes precedence in every instance, otherwise requests will be considered on a “first come” basis.

B. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk. The library shall be held harmless for liability in the event of damage or loss of materials being displayed regardless of circumstances.

C. Nothing may be removed from a display or exhibit except by a librarian or authorized staff.

D. The library shall decide on all content and arrangement of all exhibits. Every item must meet the library’s standard of value and

quality. The board reserves the right to reject any part of an exhibit or to change the manner of display.

E. Community organizations shall abide by any specific instructions or requests the library should make regarding the layout or content of the display.

G. The requesting organization is entirely responsible for the timely set-up and take-down of the display.

H. The Public Services Manager will be the primary contact for individuals or groups wishing to have displays in the library. These must be approved by the Director and time and space will determine what may be displayed.

Adopted by Library Board of Trustees:

November 21, 2007

Revised:

January 2022

Reviewed:

April 2014

July 2018