

## **Display and Exhibition Policy**

### **Purpose**

The Cattaraugus Free Library's Display and Exhibition Policy provides a basis for the display of Library materials by Library staff and informs the public about the principles and criteria upon which these decisions are made. Displays with materials from the library's collection, or displays that publicize Library services, collections, or activities, will be prioritized.

Cattaraugus Free Library may, from time to time, allow community groups and individuals to use the various display and exhibit areas in its buildings, as part of its mission to provide free resources that inspire reading, guide learning and encourage individual exploration, and to encourage and support the civic, intellectual, and cultural pursuits of the community. Space may be provided for displays of an educational, cultural, intellectual, charitable or recreational nature, and for exhibiting works of area artists and craftspeople.

### **Exhibit Policy and Purpose**

Exhibit areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. The library endeavors to present a broad spectrum of opinion and viewpoints. The library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. The library does not accept responsibility for ensuring that all points of view are represented in any single display.

Cattaraugus Free Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The library has the right to review the materials in advance. The library's decision on what will be displayed in its exhibit spaces shall be final.

### **Policy**

The Cattaraugus Free Library recognizes the importance of displays as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming.

A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant Library contributes to a strong community. Displays are provided for the interest, information and enlightenment of all residents, represent a wide range of varied and diverging viewpoints, and provide

access to content that is relevant to the research, independent interests and educational needs of residents.

## **Principals and Criteria**

The final responsibility for the display of Library materials is held by the Library President and director, but day-to-day responsibility is shared by Library employees throughout the library that are professionally trained to curate and develop displays and exhibitions. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to Library collections, resources, exhibits, and programs

The library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The library will strive to include a wide spectrum of opinions and viewpoints in Library- initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits will not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The library provides displays created or curated by librarians or staff members of the public Library as well as allowing displays created by members of the public or community groups to be exhibited in the public Library. Acceptance of a display or exhibit topic by the library does not constitute an endorsement by the Cattaraugus Free Library of the content of the display or exhibit, or of the views expressed in the materials on display.

## **Intellectual Freedom and Censorship**

The choice of Library materials by customers is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual but maintains that individuals can apply their values only to themselves. The selection of Library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to Library materials by others. It is the parents' or guardians' responsibility to determine which Library materials are appropriate for their children. The Cattaraugus Free Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

## **Procedures for the Questioning of Library Displays by Customers**

The library limits consideration of requests to reconsider material, displays or programs to residents of the Cattaraugus Little Valley School District. Please see the Library's Request for Review and Reconsideration Policy for further information on this process.

All display spaces within the library are open to adults and children of all ages and sensibilities. Exhibit areas may also be passageways for employees and for members of the public of all ages to reach some Library services. Therefore, displays should be appropriate in scale, material, form and content for the library environment. For example, the library discourages material containing images that include significant elements of sexually explicit imagery or graphic depictions of violence. In general, the library does not accept exhibits or displays of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. Materials advocating a particular vote on a candidate or ballot proposition may not be exhibited. The library does not accept any material being offered for sale to the public unless the proceeds benefit the library with prior approval from the President and Board of Trustees. The library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large or otherwise inappropriate for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, or interferes with the public service or other activities in adjacent Library areas. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with the library's representative in advance of the installation date.

### **Exhibit Guidelines**

- All materials are displayed at the exhibitor's own risk.
- The exhibitor is responsible for installing and labeling the exhibit, working in coordination with Library staff on an agreed date and time.
- The exhibitor shall remove the exhibit promptly on the agreed upon date.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Once the exhibit is installed, changes may be made only with Library approval.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- The exhibitor must be identified by name within the display.
- A notice is to be posted with each exhibit stating that: The material within this exhibit is the presentation of the individual or organization named in the display. The library does not advocate or endorse the viewpoints of exhibits and exhibitors.
- No fees are charged for display spaces. Groups using display spaces may not charge an admission fee or request donations.
- The library must pre-approve exhibitors who want to promote the sale of their work as part of the exhibit and will be required to remit a mutually agreed upon percentage of each exhibited item sold to the library. The library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how

to purchase items. Any items sold during a display period shall remain on display until all items are scheduled to be removed.

- The exhibit areas are open to the public only during the regular open hours of the library unless by special arrangement.
- Damages to Library premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Adopted 5/27/2026

**Display Space/Exhibit Waiver Form**

Owner if item on display\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Cell phone\_\_\_\_\_

Description of items received (note number and kind)

Condition of items: (note any damage, etc.)

Name of person installing exhibit\_\_\_\_\_

Dates of exhibit\_\_\_\_\_

The above information is correct. I absolve the Board of Trustees, the employees of the Cattaraugus Free Library of the liability for loss or damage to the property on display.

Signature of owner\_\_\_\_\_

Date\_\_\_\_\_

Signature of receipt by\_\_\_\_\_ (staff member name) (date)

Adopted 05/27/2026

**Display Space/Exhibit Waiver Form (for internal library use only)**

When exhibit is removed\_\_\_\_\_

Number if items returned\_\_\_\_\_

Condition of items returned\_\_\_\_\_

Note any discrepancies between number and condition of items loaned and returned:

The above information is correct.

Signature of owner\_\_\_\_\_

Date\_\_\_\_\_

Signature of person removing items if different\_\_\_\_\_

Date\_\_\_\_\_

Signature of acknowledgment by\_\_\_\_\_

(Staff member name)

Adopted 05/27/2026