



## Trumbull Library Lobby Display Case Policy

The Trumbull Library System provides access to artistic, intellectual and cultural resources for the community. The following policy applies to exhibits in the display case in the Main Library.

Local artists, community organizations and individuals are encouraged to offer their displays having artistic, cultural or informational merit and are of general interest to the Trumbull community.

Applications for all display case exhibits are to be directed to the Library's Administrative Assistant for approval by the Library Director, or designee, based upon merit and appropriateness of the display. The Chair of the Library Board of Trustees shall be apprised promptly for all accepted displays.

Displays developed by the Trumbull Library for the community have first preference in scheduling. Specific displays that are linked to annual Town of Trumbull events (such as Trumbull Arts Festival) have next priority for year-to-year scheduling, over other displays not originated by the Library.

Anyone wishing to reserve the case (usually covering the period of one month) will contact the Library's Administrative Assistant who will then assign time. Those applying to use the case will be considered on a first come first served basis and it will not be guaranteed that they will maintain previously scheduled times over subsequent years, although reasonable efforts will be made to make such accommodations, overall scheduling permitting.

The group or individual who has reserved the case will be responsible for placing the materials in the case and removing the materials at the end of the display period. The display case will remain locked throughout the duration of the display.

None of the items included in any display shall be posted as being available for sale while on display.

Following approval of the application for a display case exhibit and its schedule, all applicants must sign a release that frees the Town of Trumbull and the Trumbull Library System from any legal liability and costs arising from damage or losses to the display while on loan. Signing of this policy statement signified the submitter's agreement to abide by the provisions of the policy.

Acceptance of an exhibit does not constitute the endorsement by the Trumbull Library System, its Board of Trustees or the Town of Trumbull of the submitting individual's or group's policies or beliefs.

This policy is subject to change at the discretion of the Trumbull Library Board of Trustees.

"In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room."

*Approved by the Trumbull Library System Board of Trustees - January 13, 2016*