

**Sevier County Public Library System**  
**Public Area Displays, Exhibits, Bulletin Boards, and Literature Policy**

As part of its community outreach service, the Sevier County Public Library System (SCPLS) posts and distributes announcements of local library system, Friends of the Library, Library Foundation, library partners, local government, cultural, educational, and recreational community events, and other programs that directly positively impact or benefit Sevier County citizens.

\*All advertised events must be open to the public, regardless of where the event is held.

\*The fact that a group/individual is allowed to display/exhibit/post materials in the library does not in any way constitute an endorsement of the group's policies or beliefs by the SCPLS or the county of Sevier.

\*No material will be displayed/exhibited/posted that promotes discrimination against any person/group on the basis of race, color, religion, sex, national origin, age, marital status, or disability.

\*Display/exhibit/posting space **in SCPLS buildings or on SCPLS property** is available in order of priority as follows:

- \*Library system
- \*Friends of the Library and Library Foundation
- \*Library system partners
- \*Locally operating government agencies, departments, or commissions
- \*Local educational organizations/schools
- \*Local civic, cultural, and community organizations
- \*Other groups

\*Preference is given to posters/announcements not larger than 8 ½ x 11.

\*The SCPLS will not display/exhibit/post anything that supports or opposes a political candidate or political issue. Requests for information about political issues and/or political candidates will be provided on an individual basis by the Reference Department for use by the public to help make an informed decision.

\*All material to be displayed/exhibited/posted must be approved by the library system director or her designee as meeting the criteria of this policy.

\*The SCPLS personnel will post all approved materials and unapproved materials will be removed.

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**Exhibits and Display Cases Appendix 1**

Limited display and exhibit space for paraphernalia/collections is available within the Sevier County Public Library System (SCPLS) for cultural and educational items and collections that promote interest in the use of books, library resources, and information, or that share information about organizations meeting the guidelines of the Public Area Displays, Exhibits, Bulletin Boards, and Literature Policy. Guidelines for requesting use of display/exhibit space for items of this type include:

\* Groups desiring to provide a display or exhibit should contact the library manager for the branch you wish to place your display in, or the library system director, at least one month in advance.

\* Exhibits are changed periodically and the length of the exhibit time allowed will depend on space available and current number of requests.

\*Items must be removed from exhibits as scheduled. Any items not removed at the scheduled time will be removed by staff and disposed of in accordance with local ordinance.

\*If there is a waiting list, no one may exhibit more than once, or for more than one month at a time, until all current requests are filled as approved.

\*Exhibits or displays may not contain dangerous or hazardous materials, including but not limited to explosives, perishable materials, and biological or chemical materials.

\*No items will be displayed/exhibited that promote discrimination against any person/group on the basis of race, color, religion, sex, national origin, age, marital status, or disability.

\*No items will be displayed that would violate election laws if any library in the library system is used as a polling site.

\*The library system director may also exclude other items if they are determined to be illegal or could pose a health hazard to library system visitors.

\*Displays should be arranged in a neat and attractive manner with printed labels for identification as necessary.

\*The SCPLS will take reasonable care to ensure the safety and security of items displayed, however the library does not provide insurance to cover loss, damage, or theft. Exhibitors are encouraged to obtain insurance for items of value and will be required to sign a form releasing the SCPLS from any and all liability. Please note the display space with locking capability is extremely limited and exhibits not in locking cases are not supervised for security purposes.

\*The fact that a group/individual is allowed to display/exhibit items in the library does not in any way constitute an endorsement of the group's policies or beliefs by the SCPLS or the county of Sevier.

\*Specific exhibit space may not be requested. Placement in current available display/exhibit space is at the discretion of the library staff.

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**Exhibits and Display Cases Release Form**

I, the undersigned, having read and understood the Public Area Displays, Exhibits, Bulletin Boards, and Literature policy and appendix 1, provided to me by the library staff, have opted to share a special collection with the Sevier County Public Library System for the purposes of providing a display that will educate and/or entertain the visiting public.

By my submission of items for exhibit, I declare that I accept all the terms of the policy and agree to abide by them.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Exhibit will begin on \_\_\_\_\_ and end on \_\_\_\_\_