

**MILFORD MEMORIAL LIBRARY**  
**DISPLAYS AND EXHIBITS POLICY**

Approved 10/6/04

Reviewed 4/7/10, 6/2/2021

Revised 4/7/10, 4/1/2015, 5/2/2018

**Community Announcements / Events:**

The Library maintains a bulletin board in the North entryway that is meant for the display of materials promoting cultural and/or other events and meetings for the benefit of non-profit entities only. The Library Staff reserves the right to remove items which are out-of-date, which do not meet our criteria for non-profit promotion, or which we determine have had adequate display time and need to be removed to make room for new materials. If there is disagreement between the staff member on duty and the individual or group wishing to post an item, the Library Director will be consulted.

The Library will not display containers soliciting funds.

**Displays:**

The Friends of the Milford Library Foundation maintains a display case with locking glass doors in the North entryway that is intended to hold displays of contributed materials of general interest to the public. These displays can include collections, historical materials, handiwork, or other items as deemed appropriate by the Friends of the Milford Library Display Committee. Displays will remain in place for two months, and requests to display personal or other collections will be accepted and scheduled by the Friends of the Library Display Committee on a first-come, first-served basis and determined by suitability and availability. Displays with seasonal significance may be arranged in advance.

Exhibits and displays are to be presented on an equitable basis, regardless of the beliefs or affiliations of individuals requesting space. These exhibits or displays may not include religious or political proselytization, and may showcase businesses in Milford as long as they do not promote the sale of products. We will not, however, exclude sponsored exhibits which are primarily informational or contain otherwise appropriate materials. The presentation of any items does not imply an endorsement of the exhibit by the Milford Memorial Library, its Trustees, or its staff.

Individuals or groups will make arrangements with the Friends of the Milford Library Display committee in regards to setting up and taking down their displays.

The Library and the Friends of the Library assume no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. All exhibitors will be asked to sign the following release.

**Milford Memorial Library Display and Exhibit Release:**

I, the undersigned, hereby lend the following works of art or other material to the Milford Memorial Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library and the Friends of the Milford Library Foundation from responsibility for loss, damage or destruction while they are in the possession of the Library.

Exhibition held on the following date: \_\_\_\_\_

Description of materials loaned: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_