



DISPLAY AND EXHIBIT POLICY

Botetourt County Library provides designated display and exhibit areas to further its objective to support educational, cultural and civic activities within its service area. Priority is given to Library and Botetourt County activities, then to exhibitors living or working in Botetourt County. Commercial entities may be granted display or exhibit space only with the Library Director's permission. All display and exhibit spaces and their use are at the discretion of the Library Director or designee.

The Library endeavors to present a broad spectrum of ideas and viewpoints, and mounting a display or exhibit does not constitute endorsement by the Library. Displays or exhibits must be informational, educational or cultural in nature. Materials that are partisan, sectarian, prurient or that promote hatred and/or violence in the judgment of the Library Director are prohibited. The Library Director or designee must approve all materials for display or exhibit and shall have sole authority and discretion to approve or deny displays or exhibits. The Library reserves the right to limit the size, number of items, schedule, location and frequency of any display. The Library may also determine the manner in which materials are displayed, including hanging, propping, arranging or other display methods. The exhibitor is responsible for any damage to Library property.

All materials are displayed or exhibited at the owner's risk. The Library assumes no responsibility for security against theft or damage of any displayed material. All individuals or organizations desiring to display or exhibit materials must fill out an application, subject to approval by the Library Director or designee. Approved applicants must sign a release form. The use of special lighting, A/V material or electronic media are subject to approval by the Library Director or designee.

Displays or exhibits must include information announcing the topic and sponsoring individual or group. Additional explanatory material, publicity, reception and other related materials or activities require approval by the Library Director or designee.

The Library reserves the right to discontinue displays and exhibits with or without cause at any time and without notice. Further, the Library may deny space to any user with or without reason or cause. The Library may also suspend or bar access to space by any user who violates this or other Library policies.