

## POSTING & DISPLAY POLICY

### PRINCIPLE(S):

Camp Verde Community Library supports the sharing of and access to community information.

### PRACTICE:

#### Posting:

Community postings must be approved by the Library Director or designee. Approval to post shall be signified by the date-stamp and initials of the Library Director or designee. Information without date and initials will be removed.

Priority is given to information related to Camp Verde Community Library, the Town of Camp Verde, Yavapai Library Network members, non-profit entities supporting reading, education or literacy, and other non-profit groups providing civic or social services. For-profit groups and private parties will not be permitted to place or distribute information in the Library.

Posters larger than 11 x 17 inches will not be accepted. Handouts may be placed on the LIBRARY's Free Shelf with permission from the Library Director or designee.

Information must be timely. Expired information will be removed and discarded.

#### Display:

The LIBRARY will consider displays of educational, cultural, intellectual, civic or recreational nature on a first-come, first-served basis or as space is available. Persons or organizations providing displays in the library will complete and sign a *Display Application/Agreement* form.

Permission may be denied to, or revoked for, any exhibit whose purpose is personal or commercial and/or has the potential to cause, or causes substantial disruptions or material interference with the functions of the library or is not in compliance with ARS § 13-3507 or this Posting & Display Policy.

Permission to exhibit materials does not imply sponsorship by the LIBRARY or constitute an endorsement of the content of the contributing group or individual's policy or beliefs. The exhibitor accepts full responsibility for their exhibit including, but not limited to, content and/or accuracy of any statements or representation made in such materials.

The LIBRARY will not be responsible for any items that are displayed and/or owned by individuals or organizations. Permission to use the exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the Town of Camp Verde from any claims, lawsuits, or judgments arising from loss, damage to property, or injury to persons from or during the exhibit, and/or their exhibit material(s) or any part thereof.

It is the responsibility of the person or organization posting or providing materials to set up and remove the displays during normal library operating hours. The LIBRARY will not provide storage for the property of individuals or organizations.

**DISPLAY APPLICATION/AGREEMENT**

Today's Date: \_\_\_\_\_ Month & Year of Requested Exhibit: \_\_\_\_\_

Time Period Exhibit Loaned: From \_\_\_\_\_ To: \_\_\_\_\_

Consultation with Library Director or Director's designee – Date: \_\_\_\_\_

Signature of Director or designee: \_\_\_\_\_

Exhibit Name: \_\_\_\_\_

Name of Individual or Organization: \_\_\_\_\_

Exhibit Coordinator Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Contact(s) – person(s) responsible for setup and takedown:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Exhibit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby wishes to have on display works of art or other materials in the Camp Verde Community Library. In consideration of the privilege of exhibiting them in the library, the Camp Verde Community Library, the Town of Camp Verde, and any of its officers, officials, employees, agents, successors, or assigns are released from any responsibility for loss, damage or destruction to the works of art or other materials described herein while they are on the library premises.

I have read and understand Camp Verde Community Library's **Posting & Display Policy** and by signing this agreement, I agree to comply with all requirements.

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_