CLARENDON HILLS PUBLIC LIBRARY DISPLAY CASE POLICY

The Library has two display cases in the Library's vestibule. Each case is lighted and measures 40 inches wide, 60 inches tall and 10 inches deep. The cases may be requested individually or as a pair. A shelf and display stands can be provided by the Library for each window.

Purpose

The Library provides opportunities to community groups and organizations whose objectives are cultural, educational, or civic in character to display materials temporarily in the designated display cases within the Library's vestibule. Display cases are not available for use by for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. Use of a display case does not constitute sponsorship or endorsement by the Library of the user or user's beliefs. Use of a display case must follow conditions established by the Board of Trustees.

The following conditions and regulations apply:

One-Month Exhibits

Each exhibit is scheduled for the period of one calendar month.

- The exhibitor will fill the display case no later than the third day of the month, and will empty the display case no earlier than the 28th day of the month and no later than the last day of the month.
- Exhibitor is responsible for set-up and takedown as per scheduled dates and times. The exhibitor must remove the display promptly on the agreed upon date. The Library has the right to remove display materials if they aren't picked up by the agreed upon date. Display materials may be disposed of if not claimed within 30 days.

Priorities

Priorities for the use of the display case will be determined in the following order:

1) Clarendon Hills Public Library and Friends of the Library;
2) Official agencies and local governments of Clarendon Hills;
3) Organizations based in Clarendon Hills or who serve Clarendon Hills residents.

An organization may reserve a display case up to twice a year depending on availability.

Materials Displayed

- Exhibit materials must be of an appropriate size and quantity to fill the display case. Each exhibit must conspicuously contain the name(s) of the exhibitor and sponsor of the display.
- The Library will not facilitate the sale of any materials. Prices may not be affixed to any material on display.
- All materials in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damages or loss suffered on its premises, nor the cost of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization providing the display.
- The Library will not provide storage for the property of organizations displaying in the Library. All exhibitors are required to sign the attached form, which releases the Library from any responsibility for displayed items.

Prohibited Displays

The Library welcomes expression of all viewpoints. However, displays may not advertise commercial endeavors, advocate the election of specific candidates, or seek to influence the votes of a legislative body or the policy decisions of a governmental body. Furthermore, to prevent injury or anguish to Library patrons, material that threatens violence, intimidation, or promotes hate of any individual or group or is obscene, defamatory, or invades a particular person's privacy may not be displayed.

Removal of Materials by Library

The Library will remove any materials or displays violating these policies from the display case immediately. The Library may also remove any materials not removed from the display case by the Library's closing hour on the last working day of the month. The Library will not be responsible for the storage or condition of any materials removed. All material for display must be picked up within 30 days of the end of display or it may be disposed of or donated at the Library's discretion.

Adopted: July 16,2024