



# OPERATING POLICY

---

## EXHIBITS AND COMMUNITY INFORMATION BOARD

---

The La Grange Public Library welcomes loans from organizations and individuals of suitable material of artistic, historical and cultural interest. Suitable material is any material which is appropriate in subject matter and size and which has intrinsic worth or is an example of students' progress.

### Application

1. Applications to display materials should be made to the Public Relations and Marketing Coordinator.
2. Applications will be considered by the Public Relations and Marketing Coordinator in the order in which they are received on the basis of suitability, timeliness and availability of space. All material is subject to approval by the Public Relations and Marketing Coordinator in consultation with the Library Director.

### Time of Exhibit

1. Exhibits will be displayed during regular library hours and for approximately one calendar month.
2. All exhibits must be removed by the last day of the period assigned.

### Places Available for Exhibits

The spaces available for exhibits are the locked display cases in the public stairwells, the Lower Level Art Gallery, and the Quiet Reading Room.

### Materials Offered for Sale

1. As the purpose of the exhibits is to enhance the culture and education of the general public, no prices may be displayed on any materials.
2. An exhibitor's name and telephone number may be made available to an interested party.

### Posting Public Information

1. All public information (handbills, fliers or signs) is subject to the approval of the Public Relations and Marketing Coordinator in consultation with the Library Director.
2. The Library will only accept materials from not-for-profit or nonprofit organizations with preference given to La Grange-based organizations.
3. The Library reserves the right to impose size restrictions on all materials based on display space.
4. The Public Relations and Marketing Coordinator or Library Director will designate the location where the material will be placed in the Library building or on Library property.

### Responsibility and Security

The Library accepts exhibits with the understanding that the La Grange Public Library is not responsible for any damage to or theft of exhibited materials.

### Charges

No charges are made by the Library for the display of materials accepted under this policy.