

LINCOLN PARISH LIBRARY DISPLAYS AND EXHIBITS POLICY

The Lincoln Parish Library creates displays and exhibits that inform the community and highlight Library collections. The primary purpose of exhibits is to extend the Library's role as a cultural, educational, and community-centered organization. Display themes change based on reading interests, current events, and other trends.

In furthering its mission, the Lincoln Parish Library allows for exhibits and displays created by organizations and members of the public. The content and workmanship of exhibits should be of good quality. Approval for such exhibits must be arranged through Library Administration. (See below.) These displays reflect the opinions, interests, and efforts of organizations or members of the community. No official Library endorsement is expressed or implied. Please note that questions and/or concerns will be directed to Library Administration.

Library Display Cases

LPL has seven glass cases for displaying art, objects, memorabilia, and ephemera. Although the Library has priority in use of the cases for special displays related to Library events and/or partnerships, we encourage members of the community to use them as well. The display cases are reserved on a first come, first served basis. Requests should be made at least 30 calendar days prior to any date of interest. Reservations are made up to a year in advance.

The Library has three wood and glass, stationary display cases just outside the Children's area. One larger case locks, but the two smaller cases on either side of the larger case do not. The Library also has four locking, hexagonal rolling glass cases which can move around the building and be viewed at 360 degrees. Either set, both sets, or portions of one set can be used for an individual display. Depending on how many cases are used, it is possible to have more than one display at the same time.

Persons interested in reserving cases should contact the Marketing Manager (318-513-5516) or the Assistant Director (318-513-5512). Displays are subject to approval, and samples or pictures of proposed contents may be required.

Set up and Takedown

A Library staff member will make an appointment with exhibitors for a mutually agreed upon date and time to set up and take down the displays. All cases will be in place by the set up time. Staff will unlock any cases and provide any requested accessories as mentioned below. (See "General Rules.") Exhibitors are expected to place all items in cases. Library staff will not handle or arrange items. Exhibitors should notify Library staff when set up is complete, so that all cases can be closed (and locked) properly.

Exhibitors are also expected to take down the display on the agreed upon date/time. All materials that the Library did not provide, including any promotional materials should be removed. Library

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staff will be responsible for all Library supplies and the case itself. Exhibitors should notify staff when takedown is complete.

General rules and recommendations for using the display cases

- Materials and objects on display should be suitable for viewers of all ages to see.
- The Library encourages exhibitors to include signage and supplemental information to enhance displays.
- The Library can also provide a sign that includes the title, subject, and owner of the display.
- All signage applied to display cases or walls must use undamaging, removable adhesive materials. Exhibitors are responsible for removing any residue left on surfaces.
- Materials not allowed in the display include, but are not limited to: graphic content; food; living beings (plants or animals); and marketing materials selling items or services, whether for or non-profit.
- The Library has limited accessories to help with the exhibition of materials and objects. These include acrylic cubes, 8 1/2" x 11" sign holders, and book easels.
- Cases should be maintained in the same condition from installation as deinstallation.
- Although most cases have locks, the Library is not responsible for any loss, damage, or theft of personal items used in the display.

Hanging Exhibits

The Library has various areas and methods for the exhibition of hanging art or other hangable materials. Although the Library has priority in use of its space, we encourage members of the community to use them as well. Since the nature of such exhibits are usually quite specific, we encourage interested persons to contact the Marketing Manager (318-513-5516) or the Assistant Director (318-513-5512). Hanging exhibits are subject to approval, and samples or pictures of proposed contents may be required.

General rules and recommendations for hanging exhibits

- Art on display should be suitable for viewers of all ages to see.
- All art must be ready to hang.
- The Library encourages exhibitors to include signage and supplemental information to enhance displays.
- The Library can also provide a sign that includes the title, subject, and owner of the display.
- Any signage applied to walls must use undamaging, removable adhesive materials. Exhibitors are responsible for removing any residue left on surfaces.
- Any supplied hanging accessories provided by the Library must be left with the Library once the exhibition is removed.

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- The Library is not responsible for any loss, damage, or theft of personal items used in the exhibition.

Additional Terms and Conditions

- Lincoln Parish Library reserves the right to remove content from any display or exhibit. Any removed items will be returned to exhibitor.
- Exhibits will be documented using the “Display and Exhibits Agreement Form.” (See below.) Library staff are responsible to fill out forms for each exhibit.
- The Library does not have a location to store any packing materials or spare items not used in a display or exhibition.
- Any display or exhibited material that is not removed by the agreed upon date will be removed by Library staff and stored for no longer than two weeks. Any items left longer than two weeks may be discarded.

Information Needed for the Display and Exhibits Agreement Form:

1. Exhibitor’s Information
2. Descriptive summary of items/art on display
3. Exhibit title
4. Requested supplies from the Library
5. Setup and Takedown dates/times
6. Additional notes as needed
7. Signatures of both the exhibitor and Library staff who created the agreement

Approved by the Board of Control July 18, 2024.