



BLOUNT COUNTY
PUBLIC LIBRARY
Bound Together

Approved Date: 01/21/2025

Date of Adoption: 09/20/2012

Signed: _____

High G. Beckwith

DISPLAY, DIGITAL SIGNAGE, & COMMUNITY BOARD POLICY

Purpose

The exhibit and display space of the Blount County Public Library (BCPL) is a resource to be utilized in the fulfillment of the BCPL's mission. The BCPL's program of exhibits is intended to represent intellectual, cultural, and ethnic diversity. The BCPL's physical display space may be used by non-profit organizations in the Blount County area and individuals or groups who wish to mount non-commercial exhibits of artwork, handicrafts, or collections.

The BCPL's digital display system is designed to promote BCPL programs and services, local government events and services, activities of the Blount County Friends of the Library, the Foundation of the Blount County Public Library, the Blount County Adult Education, and the Blount County Genealogical and Historical Society.

The following guidelines are provided to clarify the proper facilitation of the BCPL's exhibit and display space.

Approval

Physical Display

All materials for display must be submitted for approval to the Executive Administrative Assistant or designated staff member. BCPL reserves the right to refuse or remove any display that does not comply with BCPL display policies or align with its mission. Non-profit organizations or individuals wishing to use a display area must submit a "BCPL Display Registration" form signed by a representative who is at least eighteen years old. This representative must agree to be responsible for the display, ensure that it is mounted and removed on time, and comply with the guidelines set forth in this policy statement. Reservation requests will not be approved until all information and signatures required for the request form have been provided. Ultimate approval lies with the discretion of the Director.

Presentation

An information card with the name of the organization or individual using a physical display area must appear clearly and prominently in the display. In the case of paintings, business cards may be mounted on the corner of the item, but price listings shall not be noted. Each physical display should be carefully planned and mounted in an interesting, informative, and attractive manner. Lettering should be legible. An organization or individual will be asked to redo or remove any poorly executed physical display.

Restrictions

Physical Display

BCPL display areas shall not be used to promote or advertise, whether directly or indirectly, a commercial product or service, or to urge support of or opposition to any political candidate or religious affiliation. No commercial or for-profit company or entity, religious belief, or political position shall be promoted by or in the BCPL, and displayers must avoid proselytization or marketing solicitation. No material which, in the opinion of the Library Director, is obscene or defamatory, invades any person's privacy, or incites violence shall be posted or displayed. Prices shall not be affixed to any material on display, although an exhibitor's contact information (name, address, telephone number, email address, and/or website) may be posted.

The collections must be agreed to in writing and picked up in a timely manner. No monetary collection or solicitation of funds, opinion polls, surveys, or sales of a commercial nature is permitted. Use of exhibit and display space that will materially and substantially interfere with the operation of the BCPL, such as those uses that produce excessive noise, disruption, a significant safety hazard, or a significant security risk shall not be permitted. Materials and equipment which, in the opinion of the Library Director, are potentially dangerous to BCPL users, staff, or property shall not be brought into any area of the BCPL. Ultimate approval lies with the discretion of the Director.

Liability

The BCPL does not provide insurance coverage for exhibit items, and displays are accepted with the understanding that the BCPL is not liable for any damage to or theft of display materials. The exhibitor must sign a release before the exhibit is displayed.

Reservations

A display area may be reserved for a maximum of two (2) calendar months, and reservations may be accepted up to a year in advance, generally on a first-come, first-served basis. No group or individual may place more than two reservations for any twelve (12) month period. Additional displays may be permitted without reservation if space is available and approval is given by the Director.

Disclaimer

Use of BCPL space by an organization or individual for displays does not constitute BCPL sponsorship of that organization or individual or the viewpoints or activities they are promoting. Promotions or announcements that either directly or indirectly imply otherwise shall not be permitted. Such a disclaimer will be posted with each display.

Exceptions

The BCPL Board must approve exceptions to the display policy. However, the Library Director is granted the power to waive these policies, provided such waivers are reported to the BCPL Board at its next regularly scheduled meeting.

Physical Display Areas

The BCPL encourages and supports the display of special collections and works of art being made available for the enjoyment and enrichment of all community members. Displays generally remain

on exhibit for one month. When an individual/non-profit organization wishes to utilize one of the BCPL displays and a BCPL DISPLAY REGISTRATION form is submitted, a meeting will be arranged with the Executive Administrative Assistant to review and settle on the display particulars.

Guidelines for Physical Displays

- Perishable items will not be permitted.
- Glass shelves within any display case cannot be moved from their current position.
- Items on display will be determined by their weight and what the agreed-upon display case can support. The BCPL has the final say on what is considered 'reasonable weight' for our display cases.
- A minimum of two people will be needed to assist in the setup of displays. The Executive Administrative Assistant will review the requirements of the agreed-upon display.
- All display items, including but not limited to, works of art, handicrafts, or collectible items are the full responsibility of the individual or the non-profit organization.
- No items on display are to be priced or made available for purchase while on the BCPL campus. The information card will provide contact information and will be clearly visible at all times while the display is up.

Community Board Announcements, Posters, Informative Brochures, and Flyers

The BCPL supports the promotion of announcements, posters, informative brochures, and flyers on its Community Board slatwall from:

- Governmental agencies
- Local schools
- Local non-profit organizations, engaged in civic, educational, cultural, intellectual, literary, scientific, or charitable activities

All literature requests are made to the Reference Manager where the information is being asked to be made available, and approved by the Director. The BCPL has limited space available and has the final say on what can be shared, where, and for how long. The BCPL is not responsible for display items EXCEPT for monitoring textual and graphic content of materials displayed and maintaining the neatness of the entire rack, kiosk, and/or display.

Items NOT permitted

- Advertisements for products or services offered by commercial organizations or individuals
- Requests for contributions, fundraising, petitions, electioneering, political materials (unless they are used historically or civically) or religious promotional materials
- Ultimate permission is determined by the Director.

Removal of All Display Types

Physical announcements and brochures may be removed after thirty (30) days. The BCPL is not responsible for the care or return of announcements or brochures.

Disclaimer

The Blount County Public Library and its employees will not be held responsible for any damages to display items while the items are housed on BCPL property. The individual displaying the items carries sole responsibility for any damages or loss. Materials displayed within locked cases maintain a higher security margin than items hanging on a wall display. The BCPL strives to provide a safe and enjoyable atmosphere. Usual precautions and supervision, as well as building security, are maintained on a regular basis.