



## THREE OAKS TOWNSHIP PUBLIC LIBRARY

3 NORTH ELM ST.

THREE OAKS, MI 49128

PHONE: (269) 756-5621 FAX: (269) 756-3004

WWW.THREEOAKS.MICHLIBRARY.ORG

### Library Showcase Policy (By-Laws Article XV)

The Three Oaks Township Public Library offers its main showcase, located in the front entryway of the library, to non-profit groups and individuals based in the Three Oaks Township Public Library's service area for the display of civic, cultural, educational, and public information exhibits. The Library invites individuals and groups to share their artistic and informational materials with the community. Use of the showcase is subject to the following rules and regulations.

1. A Showcase Reservation and Agreement Form must be completed and signed prior to any public use of the Showcase.
2. Permission granted to a group or individuals to use the showcase does not constitute the Library's endorsement of the policies or beliefs represented in the display.
3. The Library assumes no responsibility or liability for the preservation, protection, loss of, or damage to, any part of a display at any time. All items brought to and placed in the Library Showcase are done so at the owner's risk.
4. The display case may not be used for:
  - a. Promotion or representation of a partisan or individuals candidates' political meetings or events (such as political rallies, demonstrations, movies, fundraisers, promotion, protesting, or endorsement of political candidates or agenda).
  - b. Promotion or representation of specific religious or philosophical/motivational groups.
  - c. Promotion or representation of a for-profit business.
  - d. Displays of a polemic or discriminatory nature.
  - e. Display of material which is obscene, defamatory, invades a particular person's privacy, or incites violence.
  - f. Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.
5. The Library's Showcase is not available to individual political parties, candidates or to individuals or groups who wish to use it to support or oppose political parties or candidates.
6. The Library is not in any way involved in the sale of any exhibit item. No prices or price lists are to appear with the exhibit, nor will library staff give any indication of an item's value. If the display involves works of art or crafts that are for sale, pricing must be obtained directly from the artist or crafter without any involvement of the Library. The exhibitor's contact information may be posted at the exhibitor's discretion.
7. Determination of the appropriateness of the display or material for posting is solely the decision of the Library Director and/or Library Board of Trustees.
8. All proposed displays must be artistically pleasing and professionally executed.
9. The Showcase is kept locked at all times except during setup and removal.
10. No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display. Set up and removal must take place in as concise a time period as possible.

Showcase policy accepted by the Three Oaks Township Public Library Board on April 11, 2012



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11. The Library reserves the right to enhance displays with library books and materials that will contribute to the presentation.
12. No group or individuals may reassign the use of the Showcase and the display must appear as described in the approved application.
13. No hardware, equipment, or objects are allowed in the Showcase or in the setting up of the Showcase that may result in the damaging of the Showcase in any way. If such damage occurs, the group or individuals responsible for the display will be held responsible. The potential for any such damage may be considered grounds for the denial of the Showcase application.
14. The Showcase must be restored to its original clean condition.
15. Priority will be given to Library sponsored displays.
16. A short description with or without photographs of the Showcase may be included on the Library's website and/or local newspapers at the Library's discretion.
17. The use of the Showcase is a privilege – not a right – and is subject to the Library's sole and exclusive discretion. Accordingly, the Library reserves the right to deny the use of the Showcase to any group or individual.
18. If a group or individuals violates the policies or procedures associated with the Showcase, future use of the Showcase will not be permitted.
19. If an organization is denied the use of the Showcase, it can appeal to the Library Board of Trustees at the next regularly scheduled monthly meeting.



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## Application for Showcase Reservation and Agreement Form

Please fill out this application and return it to the Library for approval.

Date(s) Requested: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Please briefly explain your display: \_\_\_\_\_

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

I have received a copy of the Three Oaks Township Public Library *Showcase Policy* and agree to comply with this.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\*\*\*For Library Use Only\*\*\*\*\*For Library Use Only\*\*\*\*\*For Library Use Only\*\*\*\*\*For Library Use Only\*\*\*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Dates Approved:

\_\_\_\_\_