

BARTLESVILLE PUBLIC LIBRARY
EXHIBIT/DISPLAY AGREEMENT

Individuals and groups are encouraged to inquire about using exhibit spaces at the Bartlesville Public Library for educational, cultural, charitable, governmental, and civic purposes. Facilities are available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The following guidelines are given:

1. No more than one exhibit for a given group or individual may be scheduled at one time.
2. Exhibits shall be displayed for a time not to exceed 4 weeks. Additional exhibit time may be granted by the Library Director or designee.
3. All exhibits and/or displays must be scheduled through the Administrative Services Office at least 1 month in advance.
4. Individuals or groups providing the exhibit are responsible for its erection and dismantling.
5. Exhibiting groups or individuals recognize that meetings may be scheduled during the time their exhibit is in place.
6. Exhibits requiring special on-site supervision become the responsibility of the exhibiting group or individual; the Library cannot be responsible for staffing an exhibit.
7. Library related exhibits will be given priority should space become limited.
8. The Library cannot be responsible for any materials lost or damaged during an exhibit's run, its mounting, or dismounting. Groups or individuals providing exhibit or display materials do so at their own risk.
9. The use of library space to provide an exhibit or display for an individual or group does not necessarily constitute an endorsement of that individual or group's policies or beliefs.
10. All exhibits are subject to the review of the Library Director or designee.

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I, _____,
representing _____
(self or organization) have read and understand the above guidelines.

Exhibit Run Dates: _____ to _____

Signed: _____ Date: _____

I have reviewed this information with above named person and, on behalf of the Library, have accepted the offered display or exhibit. All materials received were in good condition, except those noted especially below:

Signed: _____ Date: _____

(Staff-Library)

