



400 Johnson Street  
New Bern, NC 28560  
252-638-7800 – Phone; 252-638-7817 – Fax  
reservations@nbccpl.org

## Exhibit or Display Policies & Procedures

The Library provides free\* space for exhibits or displays that reflect community interests or display talent. It is intended that these exhibits/displays be informational, educational, or cultural in content.

Permission to exhibit/display items does not constitute an endorsement by the Library of the exhibit/display or the beliefs, viewpoints, policies, or affiliation of its sponsors.

### Scheduling

Library exhibits/displays take priority over outside groups. If the exhibit/display space is needed by the Library, then the scheduled group will be rescheduled.

Exhibit/display space may be reserved for use during library hours. Requests for use must be submitted on an application form at least **5 days and no more than 6 months** in advance and signed by an adult (18 years or older) who assumes responsibility for arrangements. Application forms may be picked up in person at the Circulation Desk or downloaded from our website (<http://newbern.cpclib.org>). Forms may be submitted in person, by mail, by fax (252-638-7817), or by email ([reservations@nbccpl.org](mailto:reservations@nbccpl.org)).

When inquiring about the availability of the exhibit/display space, a temporary hold may be placed on the space until the end of day to allow time to submit the application form. Confirmation of an exhibit/display is not made until the application is approved and the responsible adult notified.

Exhibits/displays may only be viewed during regular library hours. Limitations, if any, on exhibits/displays will be determined by the Library based on the physical requirements of the facilities and needs of the Library to perform its own programs and services that have priority over all other use of Library space.

### Guidelines

- Exhibits/displays may not incite or produce imminent lawless action; be obscene; be obviously false or contain misleading information; be defamatory; or be purely commercial advertising.
- Exhibits/displays should be aesthetically pleasing.
- Exhibits/displays shall display materials relevant to the organization.
- Exhibits/displays may not promote individual businesses or commercial ventures.
- No exhibit/display item or packaging may be stored in any area of the library pre, post, or during an exhibit.
- Exhibits/displays must be taken down by the date indicated. Failure to do so may result in the group or individual providing the exhibit/display from being allowed to use the space again in the future.

### Liability

The group or individual providing the exhibit/display is responsible for its arrangement in the cases or on the walls and for its dismantling and removal. These activities must take place during regular library hours. The Library will not be held liable for any loss or damage to any exhibit/display while on library property. Anyone wishing to put items in the Library must sign and date the approved Exhibit or Display Application form acknowledging adherence to this policy and agree not to hold the Library liable.

### Sale of Items

The sale of tangible property through an exhibit/display by any non-library sponsored group is strictly prohibited.

**Policy Enforcement**

Responsibility for the enforcement and interpretation of this policy is delegated to the Librarian. Complaints should be made to the Librarian in writing. Appeals of any decision should be made to the Library Board of Trustees.

**Public Notification**

When space allows, the Library will include the exhibit/display title and description information from the Exhibit or Display Application form in the monthly calendar and/or on the Library's website as a means of notifying the public of the exhibit/display.

If you have any questions or concern, please call 252-638-7800 to speak with the Meeting Room Coordinator, or email [reservations@nbccpl.org](mailto:reservations@nbccpl.org).

\*Donations to the Library by those using the exhibit/display space are accepted and are tax deductible.