

**Yavapai College Library  
Programs, Events, & Displays Policy**

*January 17, 2020*

**POLICY STATEMENT**

In keeping with the library's mission to meet the educational and cultural needs of the community and its role as a community center, the Yavapai College Library makes library spaces available to community groups, organizations, and individuals.

Programs, events, exhibits and displays are presented with the purpose of providing educational and cultural enrichment, lifelong learning, promoting library resources, and community outreach.

**PROGRAMS & EVENTS POLICY**

**Content of Program or Event**

In presenting a program or event, the library does not imply endorsement of the beliefs or viewpoints of their subject matter. The library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

Non-YC sponsored programs or events may not be for entrepreneurial or commercial purposes, for the solicitation of business, for fundraising, or for profit. Religious proselytizing and partisan political recruitment are prohibited.

Use of library spaces for library purposes takes precedence over other uses. On the rare occasion that the library finds it must use its space unexpectedly for its own purposes, even though a non-library program has been previously scheduled, the library will make every effort to schedule an alternate time for the program or event. Potential programs or events assume the risk that the library may need to preempt a space for its own purposes.

All library programs or events are open to the public and free.

**Selection & Scheduling**

The Public, Exhibit, and Display (PED) Committee, composed of selected library staff, will review potential programs or events and recommend them to the library director. The library director, in consultation with the PED Committee, will have the authority to consider requests and grant permission to programs or events.

All programs or events are considered in terms of the library's mission to provide educational and cultural enrichment. The following are considered when selecting and approving programs or events:

- Affiliation with Yavapai College
- Quality of the presentation
- Local or regional interest
- Space requirements
- Timeliness
- Length of program
- Content

## **Publicity**

The library may list programs or events in its online calendar of events and/or website or social media. Additional publicity is the responsibility of the exhibitor except when the program or event is co-sponsored by the library. Press releases or other promotion of the program or event shall not imply endorsement of the viewpoints put forth in the program or event.

## **EXHIBIT & DISPLAY POLICY**

### **Definitions**

#### ***Exhibit***

Exhibits generally include paintings, photography, sculpture and other art works, presented using the library's exhibit panels. Exhibits may also include technology and educational presentations with textual information.

#### ***Display***

Displays generally include documents, photographs, artifacts, and ephemera; presented using the library's locking glass display cases.

### **Content of Exhibit or Display**

Exhibits and displays must be of an educational, cultural, or civic nature. Exhibit or display space will be granted to qualified individuals or groups, with preference given to Yavapai College students, staff, faculty, and Yavapai county residents, and organizations, regardless of their beliefs or affiliations - provided the content of the exhibit or display is within the broad standards of community acceptability and is appropriate for all age groups.

Exhibits and displays may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits or displays on these subjects are allowed.

In presenting exhibits and displays, the library does not imply endorsement of the beliefs or viewpoints of their subject matter. The library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

The library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit or display for violation of this policy.

### **Selection & Scheduling**

The library director, in consultation with the PED Committee, shall have the authority to consider requests and to grant permission to set up exhibits and displays.

All exhibits and displays will be considered in terms of the library's mission to provide educational and cultural enrichment. The following will also be considered when selecting and approving exhibits or displays:

- Suitability of subject matter and physical presentation
- Quality of the presentation
- Local or regional interest
- Space requirements
- Timeliness

The library reserves the right to determine the schedule of exhibits and displays, including the length and location of exhibits and displays.

Use of exhibit and display spaces for library purposes takes precedence over other uses. On the rare occasion that the library finds it must use its space unexpectedly for its own purposes, even though a non-library exhibit or display has been previously scheduled, the library will make every effort to schedule an alternate time for the exhibit or display. Potential exhibitors assume the risk that the library may need to preempt an exhibit or display for its own purposes.

### **Installation of Exhibits or Displays**

Exhibitors can contact library personnel in charge of exhibits or displays to have their items showcased in the library.

Exhibitors and/or library responsibilities:

- Library can supply stands and bulletin boards for most exhibits or displays
- Library personnel and/or exhibitors can install exhibits or displays
- It is understood that each exhibit or display will have its own needs that will be discussed with library personnel regarding installation
- Exhibit or display dates will be agreed upon by the library and the exhibitor
- All exhibits or displays must be set up and removed with as little interference as possible to the daily operations of the library

- All exhibits or displays items will be removed with library personnel approval only
- If the library must remove an exhibit or display because it is not removed as scheduled by the exhibitor, the library is not responsible for any damages
- The library cannot provide storage for the property of organizations or individuals displaying in the library

Exhibitors are responsible for providing any necessary attendants for their exhibits. The library does not provide staff to serve as attendants during an exhibit.

Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibit or display spaces, walls, floors, grounds, furniture, and fixtures resulting from the installation or removal of an exhibit or display.

Exhibit photos, artworks, etc. must be framed, mounted or packaged, and displayed in a safe and attractive manner. No heavy items may be placed over entrance or exit. Any electrical connections are to be hidden from public view as far as possible and may not be placed to cause or create a safety hazard.

Each exhibit or display should contain an informative summary to assist the general public in discerning the subject or purpose of the exhibit or display. This information may be provided by explanatory labels on individual items, in poster or sign form, or be contained within the exhibit or display itself.

#### **Exhibit and Display Space Availability**

- Display cases
- InfoPortal area
- Other areas by special arrangement i.e. short stacks

#### **Publicity**

The library will list exhibits and displays in its online calendar of events and/or website. Additional publicity is the responsibility of the exhibitor except when the exhibit or display is co-sponsored by the library. Press releases or other promotion of the exhibit or display shall not imply endorsement of the viewpoints put forth in the exhibit or display.

Videotaping, cameras set up on tripods, television filming, or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the library director.

Exhibitors may not schedule special opening or other events without the permission of the library director. All arrangements must be approved by the library director at least two weeks prior to the planned event. No alcoholic beverages may be served, unless special permission has been granted. The event must be open to the general public and free of charge.

## Other

No prices may be posted on items in an exhibit or display, except by approval, nor may an admission fee be charged. No price list may be placed in the exhibit or display. There can be a label placed in the exhibit or display FS (for sale) or NFS (not for sale). If the item is for sale the exhibitor agrees to let the library release their contact information to the prospective buyer. The library is not responsible for the exchange of property.

Transactions for the purchase of exhibit or display items shall be directly between the purchaser and the exhibitor. No sales may be made on the library premises.

All items placed in the library for exhibit or display are placed at the owner's risk.

The library director shall have the final decision on the content and arrangement of all exhibits or displays and reserves the right to reject any part of an exhibit or display or to change the manner of display.

Complaints about this Program, Exhibit, & Display Policy or about the content of an exhibit or display should be addressed to the library director.

## Library Exhibit or Display Entry Form

Exhibitors must fill out an entry form and be familiar with the Yavapai College Library's Programs, Events, & Display Policy.

LIBRARY DISPLAY ENTRY FORM

DATE: \_\_\_\_\_

*Library Copy* (Bring this half with the piece to be exhibited.)

Artist: \_\_\_\_\_

Art course # & title of class: \_\_\_\_\_

Instructor: \_\_\_\_\_

Title of work/description: \_\_\_\_\_

Media: \_\_\_\_\_ Value: \_\_\_\_\_ For Sale NFS  
FOR INSURANCE PURPOSES Circle One

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE:** Yavapai College reserves the right to use all displayed work for marketing purposes. The library does not sell work on display. The library will forward all purchase requests to the class instructor.

