

Leach Library **Display Case Policy**

It is the policy of the library, as part of its mission to enrich the quality of life, to provide space for exhibits and displays from the library's own collection and those of other community agencies or individuals. The display case is available to eligible individuals and organizations that wish to display collections of items.

1. Use of the display case for advertising, commercial, or self-promotion purposes is prohibited. Displays will not include prices of objects. Commercial activities associated with library-sponsored functions are permitted, including but not limited to fundraising by the Friends of the Library.
2. Eligible exhibitors are:
 - a) Leach Library cardholders in good standing
 - b) Non-profit organizations based in Londonderry
 - c) Any other individual or non-profit organization, only if the exhibit is sponsored by a Londonderry resident.
3. Eligible exhibitors may use the display case once per calendar year, subject to demand and at the Library Director's discretion.
4. Reservations for the use of the display case shall be made with the Library Director or their designee by submitting an Application for Use of the Display Case. Requests are subject to the approval of the Board of Trustees and shall be considered in the order in which they are received.
5. Library displays will be given priority. The library reserves the right to pre-empt display case reservations for its own use upon seven day's written notice to the exhibitor.
6. Each exhibit is scheduled for the period of one calendar month. The period begins on the first working day of the month and ends on the last working day of the month. It is the exhibitor's responsibility to remove their items by the agreed upon date. If the displayer does not remove their items in a timely manner, the library reserves the right to remove the collection and store it. The library will not be held responsible for any damage that may occur or for disposal of the collection if it is not picked up within 30 days of its removal from the display case.
7. Display materials must be of an appropriate size and quantity to fill the display case. Each exhibit must conspicuously contain the name(s) of the exhibitor and sponsor of the display.
8. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. The Library Director reserves the right to ask for an insurance appraisal and/or certificate of insurance before approving a display.

9. The library does not necessarily advocate or endorse the viewpoints of exhibitors permitted to utilize the display case. Displays focusing on public issues must present all aspects of the issue in an equal manner. The Library Director will determine whether or not the display is balanced and reserves the right to accept or reject the contents of each display.

10. Failure to comply with this policy will result in removal of display and denial of future display privileges.

11. Press releases are the sole responsibility of the exhibitor.

Leach Library, Londonderry, NH
Adopted by the Board of Trustees on 2/1/2023