



# LIBRARY POLICY

## CITY OF TUALATIN

### PUBLIC USE OF EXHIBIT SPACE

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**POLICY:** As an educational and cultural institution, the Tualatin Public Library welcomes exhibits and displays of interest, information and enlightenment to the Community.

**BACKGROUND:** Tualatin Public Library maintains exhibit spaces, including display cases, the Library lobby, and other spaces in the facility that the Library Director designates for exhibit display.

**RULES:** Preference for exhibit space is given to the displays prepared by Library and City staff, and then to the organizations that support the library: Friends of the Tualatin Public Library, Tualatin Library Foundation, and the Tualatin Library Advisory Committee.

When the above-mentioned groups are not using the exhibit areas, space will be made available to the public on equal terms. There will be no charge to use the exhibit spaces.

Exhibit spaces are available to organizations and individuals in educational, cultural, intellectual, and charitable activities. Commercial organizations may use the space to promote an educational or cultural activity, as long as such activity cannot be considered advertisement.

Exhibits should be appropriate for all ages.

Scheduling will be limited as necessary to ensure equitable access to the space for the entire community.

The Library does not assume responsibility or liability for materials exhibited in the Library. The provision of exhibit spaces for public use does not constitute Library endorsement of the beliefs or viewpoints of topics advocated by exhibits or the individuals or groups responsible for an exhibit. Exhibits will not be publicized in a manner that suggests Library sponsorship or affiliation.

The exhibit must include a clearly visible sign identifying the individual or group responsible for the exhibit.

Users assume responsibility for removing the exhibit at the time and in the manner specified when they schedule the exhibit.

Users assume responsibility for any damage to Library property resulting from their use of Library facilities. The Library may charge for damages.

The Library reserves the right to cancel a reservation for an exhibit if the space is required for use by the Library, City of Tualatin, or Library-related organizations.

Displays are accepted by the Library Director or designee based on considerations such as suitability and availability of exhibit space. The Library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Violation of these terms may result in denial of future access to the space.

**APPROVAL:** This policy is approved by Tualatin Library Advisory Committee March 2011; updated April 2018; updated October 2021.