

*The Carlsbad Public Library will, from time to time, set up displays and exhibits throughout the Library. The purpose of these displays is to promote library materials, services, and programs.*

**A. Library Exhibits and Display Content**

1. Displays may focus on a particular service or program, or displays may be topical and feature relevant library materials. They may feature library materials that provide information on issues of local, national or global import, or feature library materials of cultural, recreational or educational interest, or commemorate important events or persons.
2. Library departments may also create displays that provide an opportunity for library users to view new materials, promote the use of interesting or underutilized materials and services, or provide easy access to materials that are in high demand.
3. Displays may focus on a wide variety of topics of interest to the general public. All displays, especially those dealing with controversial subject matter, will be decorous and not be designed to offend or shock Library patrons.
4. Displays will not promote illegal activities, be willfully false, defamatory, intended to incite racial hatred, or violate the New Mexico state privacy laws or the laws prohibiting exposing minors to sexually explicit or pornographic material (*New Mexico Statutes 1978 Annotated*, Ch. 30, Article 37).
5. Displays may not present a health or safety issue. They may not block access to any area of the library, impede library operations, or interfere with the use and enjoyment of the library by patrons. ADA guideline compliance will be required when placing a display.
6. Patrons having concerns about any Library display may discuss the problem with the Library Director, or bring the matter before the Library Board.

**B. Loan of Display Materials to the Library**

1. Carlsbad Public Library welcomes the opportunity to allow community groups and individuals to use various display and exhibit areas within the library as part of its mission to provide a wide range of information and materials, and to encourage and support the civic, intellectual, and cultural pursuits of the community.
2. Individuals or groups interested in lending materials for display must obtain the approval of the Library Director and fill out a Temporary Loan form. All displays of loaned items are subject to space availability.

3. Displays of items on loan from individuals or groups will be temporary in nature. Before loaned materials may go on display, the Library Director and the Lender must agree on a specific length of time for the display. Loan periods may range from one week to six months. The Carlsbad Public Library has no provision for permanent loan of display items. Long term displays or loans will be referred to the Carlsbad Museum or other archival facility.
4. Appropriate exhibits will be accepted regardless of the origin, age, race, sex, background, views, religion, sexual orientation, disability, membership or lack of membership in any organization or group. The Carlsbad Public Library supports the American Library Association's recommendation for Intellectual Freedom Principles in Public Libraries, which states that "Freedom of Information and of creative expression should be reflected in the library exhibits and in all relevant library policy documents."
5. Acceptance of a display by the library does not imply library endorsement, approval, or disapproval of aims, policies, viewpoints, or activities of groups mounting the display. All displays, especially those dealing with controversial subject matter, will be decorous and not be designed to offend or shock Library patrons. The name and contact information for the group or individual responsible for the exhibit must be a part of the display.
6. Carlsbad Public Library will strive to protect loaned materials from vandalism or theft by means of normal precautions. However, the Library accepts no responsibility for the preservation, security, or possible damage or theft of any item displayed. Questions of insurance coverage should be directed to the City Attorney. It is not recommended that lenders loan irreplaceable objects to the Library for public display.
7. The Library can offer only limited assistance with setting up and dismantling of loaned displays. Transportation of loaned items to and from the Library is the responsibility of the lending individual or group. Arrangements for the removal of loaned items must be made prior to setup of the display.
8. Library display space may not be used as a sales gallery, with the exception of charitable organizations (such as Christmas Anonymous) or Friends of the Library fundraisers.

### **C. Questions or Exceptions**

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours.
2. Exception requests to this library policy may be made to the Library Board of Trustees at any regularly scheduled meeting.

*Approved by the Carlsbad Public Library Board 8/10/2016.*

## Temporary Loan of Display Materials to Carlsbad Public Library

I, \_\_\_\_\_, am the owner of materials which will be placed on display at Carlsbad Public Library, or the designated representative of \_\_\_\_\_ (club or organization), which owns these materials described below:

Item	Condition of item	Value of item

(If additional space is needed, please attach a separate sheet.)

The length of the loan period is \_\_\_\_\_ weeks / months, starting on \_\_\_\_\_ (date) and ending on \_\_\_\_\_ (date).

I have read and received a copy of the Carlsbad Public Library Temporary Display Policy. I accept the terms of the policy, and will not hold the Carlsbad Public Library or its staff responsible for any damage or loss that may occur to the object(s) being loaned.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Information Contact

<p><b>Items accepted by Library:</b></p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Library Staff Signature</p>
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<p><b>Items collected by Lender:</b></p> <p>_____</p> <p>Date</p> <p>_____</p> <p>Lender Signature</p>
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