



<<POLICIES>>

EXHIBITS

The Tredyffrin Township Libraries (TTL) provides display space in its facilities as a community service so that organizations may exhibit items that are culturally and educationally enriching and interesting to the community. Exhibit and display space is made available to community members and organizations, but priority is given to displays that promote TTL and its events and services.

TTL neither endorse nor sponsor the individuals or organizations that furnish the exhibits or the items exhibited.

Exhibits/Displays must be accepted by the Library Director or designee upon submission of an Exhibits Request Form, which shall be accepted up to one year in advance and confirmed ninety (90) days prior to the exhibit date. Requests are accepted in the order they are received. TTL reserve the right to refuse space to exhibits/displays that, in its opinion, do not educate or enrich the community. TTL may designate spaces for particular types of exhibits/displays based on size and/or space limitations.

All exhibits must contain a notice identifying the organization and/or individual who created the display. It is the responsibility of the Exhibitor to set up and remove their exhibit. Should an Exhibit/Display require removal or adjustment, Library Staff shall attempt to notify the exhibitor so that they may do so, however, TTL reserve the right to remove/adjust any Exhibit/Display at any time without notice.

Partisan political materials will not be accepted for exhibition.

Religious materials from individuals or organizations solely to proselytize will not be accepted for exhibition.

Exhibit/display space shall not be used as a direct sales gallery. Pricing information shall not be included in a display, however, contact information for the individual/organization may be displayed along with a note that items may be purchased directly from the individual or organization. Staff will not sell or otherwise assist in the sale of items without approval of the Library Director or designee.

Requests for permanent exhibits, if accepted, shall be treated as a gift to TTL pursuant to the Gifts Policy.