



Display and Exhibit Policy

Displays are intended to complement the Sachem Public Library's educational mission and to enhance the public's experience of the Library. For the purpose of this policy, the term "display" includes wall and floor exhibits and enclosed display cases.

The Library has designated various areas to accommodate displays. Library use of these areas takes precedence. The Library reserves the right to determine the schedule of displays, including their length and location. Displays are available for viewing during the hours that the Library is open to the public. Should the Library preempt a display for its own purposes, the Library will make every effort to schedule an alternate date for the display.

All displays must meet existing federal, state, and local laws and/or codes including those on obscenity, libel, defamation of character, or invasion of privacy. Displays may not be for commercial purposes, for the solicitation of business, for profit, or for fundraising. The Library reserves the right to deny, cancel, or rescind displays at any time for any reason. The fact that an individual or organization is permitted to use a Library display area in no way constitutes an endorsement by the Library.

Exhibitors are responsible for the installation and removal of their displays. Items placed in the Library for display are done so at the owner's risk. The Library assumes no responsibility for the preservation, protection, damage, or theft of any item displayed. If the exhibitor or Library determines that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such coverage. If the Library requires insurance, it shall be in an amount determined by the Library. Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. If the Library must remove a display because it is not removed as scheduled by the exhibitor, the Library is not responsible for any damages and the cost of removal will be charged to the exhibitor. The failure of the exhibitor to remove the display as required by the Library shall be deemed an abandonment of any ownership rights by the exhibitor/owner and such display shall be disposed of as determined by the Director.

No prices may be posted on items in a display, nor may an admission fee be charged. No transactions for the purchase or sale of display items may be made on the premises.

An exhibitor interested in scheduling an opening or reception may do so, pending Library approval, within the time frame of the display and within normal Library hours. No food or beverages permitted. The event must be open to the general public.

The Library may publicize displays in its online calendar of events, webpage and/or in the Library newsletter. Additional publicity is the responsibility of the exhibitor and must be approved by the Library prior to dissemination. Press releases or other promotion of the display shall not imply endorsement of the viewpoints put forth in the display.