



Display and Exhibit Policy

Basic Policy Statement

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.

Scheduling and Location of Displays

The Library has designated areas to accommodate displays. Library use of these areas takes precedence. It is at the discretion of the Director or Director's designee how far in advance displays may be scheduled, and the length and location of each display. Displays are available for viewing during the hours that the Library is open to the public. If the display is that of an individual or group, an Exhibitor's Agreement and Release must be completed. The release must be completed by the individual or group representative. Displays will not be scheduled on behalf of other individuals.

Guidelines for Displays

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. The Library reserves the right to refuse display to exhibits which, in its opinion, do not further the mission of the Library. Approval for an exhibit does not ensure that approval will be granted for every item in an exhibit. 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, remove posted material, 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.

Installation, Removal, and Security

Exhibitors are responsible for the installation and removal of their displays. 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 library property as a result of exhibitor use will be charged to the individual or group responsible and may result in the individual or group not being scheduled for future exhibits. 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 or Director's designee.

Prices

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

Receptions

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. Light refreshments are permitted. The event must be open to the general public.

Publicity

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.

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