**Community Exhibit Space Policy**

**Purpose** – The Missoula Public Library display spaces are provided to support library-sponsored programs and as a service for community exhibits/displays in line with the library’s mission, vision, and values. MPL display space allows groups to publicize activities, history, and current projects. Content of non-library exhibits is not endorsed by the library and is the sole responsibility of the sponsoring organization. Exhibit and display space is made available as a service to the public and the use of these spaces are not necessarily reflective of the library’s viewpoint.

**Eligible Exhibitors** – Eligible exhibitors may include government, school, and non-profit organizations such as community, youth, and arts groups whose aims are educational, cultural, informational, and lawful. Exhibits/displays may not contain commercial components or concern political parties, political candidates, or ballot issues.

**Requesting and scheduling** – Exhibit/display space may be requested by submitting an application to the library at least two weeks but no more than three months before the display period. Exhibits/displays are typically scheduled for one month unless allowed by the director.

**Approval** – All applications are reviewed by a librarian, who will consult with the applicant to answer any questions and discuss scheduling. Librarians forward applications to library management for final approval.

**Installation and Removal** – Exhibits/displays will be installed and removed by the members of the sponsoring organization. Exhibits can be installed on the first day of the reservation, during normal library hours. They must be removed by the last open day of the reservation, during normal library hours. Exhibits not removed in a timely manner may be removed by staff.

**Sales** – Exhibit/display items may not be priced for sale or sold while on display at the library.

**Publicity** – All publicity is the responsibility of the sponsoring organization.

**Security** – Library facilities are designed to be reasonably secure. Sponsoring organizations may staff their exhibits/displays, but the library will not provide personnel to guard installations. The library is not financially responsible for loss or damage to any exhibits/displays. Sponsoring organizations must assume responsibility for damage caused to MPL facilities by their exhibits/display should it occur.

**Insurance** – Library insurance only covers property owned by the library. Sponsoring organizations who want their exhibits/displays insured must arrange for and pay for their own insurance coverage through a private insurance agent.

**Hours** – The display spaces are only open during normal public building hours.

Approved on: