

**APPALACHIAN REGIONAL LIBRARY**  
**Bulletin Board, Display and Exhibit Policy**  
**Revised and Approved 9/18/14**

When possible, the libraries of the Appalachian Regional Library provide **bulletin boards** for notices of local community events and other announcements which relate to the library's mission of promoting knowledge, reading, imagination, life-long learning, a sense of community, and the economic well-being of Ashe, Watauga, and Wilkes Counties. **Library displays and exhibits** are used to make the library more attractive, to promote library usage and the library's mission, and to provide an outlet for county residents with creative talent.

**Posters, Brochures, and other Handouts Provided by the Public**

With the approval of designated staff, and space permitting, posters or flyers announcing events or programs of community interest may be posted. Handouts may be left for the public under the same conditions. These items will be discarded by the Library when no longer current or as space is needed for other postings.

Locally owned for-profit businesses or individuals may post 8 x 11 or smaller flyers in the library as space is available after non-profit flyers have been posted. Such flyers must be approved and posted by staff, and will be removed when no longer current or as space is needed for other postings.

The posting of announcements and the availability of brochures and other handouts in the Library in no way constitutes an endorsement by the Library or the Library Board.

**Displays and Exhibits Offered by the Public**

The approval and scheduling of library displays put up by members of the public is the responsibility of the County Librarian. When approved, a display is scheduled for the first available date. Exceptions are seasonal exhibits or an exhibitor's special request. Displays are usually exhibited for one month.

Displays do not necessarily reflect the views of the Library or the Library Board.

Except for the displays or exhibits of library-related organizations, no display or exhibit may be put up for the purpose of selling items or services. However, the name, address, and phone number of the exhibitor may be a part of the display if the exhibitor so chooses.

Exhibitors are responsible for setting up and taking down their own displays on the date stated on their application. Staff will remove display if owner does not meet the removal date.

Please see attached page for Request Form for Displaying an Exhibit.

REQUEST FORM FOR DISPLAYING AN EXHIBIT AT  
APPALACHIAN REGIONAL LIBRARY

Check which Library: Ashe \_\_\_\_\_ Watauga \_\_\_\_\_ Wilkes \_\_\_\_\_ Branch \_\_\_\_\_

Person providing display:

Name: \_\_\_\_\_

Street or box # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # (H) \_\_\_\_\_ (W) \_\_\_\_\_

Is this request from an individual or group? \_\_\_\_\_

Name and address of group's president:

Group \_\_\_\_\_

President \_\_\_\_\_

Address \_\_\_\_\_

Which Library area is appropriate for your display?

Wall(s) \_\_\_\_\_

Case(s) \_\_\_\_\_

Table(s) \_\_\_\_\_

Nature of display exhibit \_\_\_\_\_

Dates for display from \_\_\_\_\_ to \_\_\_\_\_

Exhibitors are responsible for setting up and taking down their own displays on the above dates. Staff will remove display if owner does not meet the removal date.

I have read the Appalachian Regional Library's Policy on Displays and Exhibits and agree to abide by the terms of that statement. It is understood that all displays and exhibits are temporary, that it is not the Library's responsibility to provide insurance coverage for the items displayed, and that the Appalachian Regional Library shall not be held responsible for loss of, or damage to, any portion of the display or exhibit while it is housed in the Library.

Library Card # \_\_\_\_\_ Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

Signature and date material was removed from building \_\_\_\_\_

Your request to house a display or exhibit in the Library from \_\_\_\_\_ to \_\_\_\_\_ has been (approved) (denied). Reason for denial \_\_\_\_\_

If you have any questions, please contact me at the Library.

Date \_\_\_\_\_ County Library Manager \_\_\_\_\_