

Brookfield Free Public Library

Policy on Displays and Exhibits

Adopted: 11/29/1995

Reviewed and Approved: 3/16/2001; 01/25/2006, 11/28/2007

When space is available, the Brookfield Free Public Library welcomes temporary, noncommercial displays and exhibits of general interest to the community. The library will not advertise commercial endeavors unless for a charitable organization or specifically related to the goals of the library. The library will not accept any displays of a political or religious nature.

Temporary displays or exhibits may be used at the discretion of the Library Director or his/her designee. The library limits usage of space to one display area per yearly quarter by any group, organization or individual.

All materials in the library will be given reasonable care and protection within the limits of general operation of the library, but the Brookfield Free Public Library and the Library Board do not assume responsibility for damage or loss suffered on its premises, nor for the costs of insurance coverage. Such losses, damages, etc. are understood to be the responsibility of the organization or individual providing the display or exhibit. A signed statement of insurance coverage should be provided if the display/exhibit is insured. In all cases, a statement releasing the library from responsibility and indemnifying the library for any loss must be completed on the library's Display and Exhibit Form, appended below.

Appendix

Display and Exhibit Form

Are you the type of person that collects something cool but keeps it in a shoebox in your closet? Or do you have your collection in its own special case? Either way, you can display your collection at the Brookfield Public Library. To reserve a place for your display or exhibit, please fill out this form and return it to either Reference Desk. If you have any questions, please call (708) 485-6917.

Name _____

Phone (home) _____ (work) _____

Items you wish to be displayed: _____

Recent displays have included trading cards, keychains, seashells, porcelain masks, trolls, and various toy collections, for example.

For Library use only Date submitted _____ Dates for display _____

Waiver and Release from Liability

I have discussed with a staff member from the Brookfield Free Public Library the display on library premises of certain property belonging to me.

In connection with the display of said property, I understand, agree and acknowledge that

1. The property is displayed at my own risk;
2. I assume all risk of loss or damage to the property;
3. Neither the Brookfield Free Public Library nor any of its employees or agents shall be liable for any loss or damage to the property;
4. I assume full responsibility for any loss or damage to the property which may occur during the period of display;
5. I hereby fully and forever release and discharge the Brookfield Free Public Library and its employees and agents from any and all claims, damages, demands, rights of action, causes of action, present or future, resulting from or arising out of display of the property;
6. I understand that obtaining insurance coverage, if any, concerning the loss or damage to the property shall be my sole responsibility and obligation.

Signed the _____ of _____, 20____: _____
(Signature of guardian required if the collector is a minor)