



## **LS 208 Library Display Cases**

Section: 200-Public Services

Effective: October 2022

### Purpose

Library display cases are utilized to showcase works of art, collectibles, memorabilia, artifacts, or other items to support library programming and/or the library's mission of promoting lifelong learning, an enhanced quality of life, and broadened horizons for all Hillsborough County residents.

### Policy

Display cases are provided in branches on a space available basis. The display case selected and its location must be approved by the Regional Manager prior to purchase. All display cases must be equipped with a lock to secure items exhibited. Branch supervisors are responsible for identifying potential display topics and recommending items to be exhibited in display cases. Final selection of exhibits must be pre-approved by the Regional Manager. If a display case is used to showcase works of art, exhibits are scheduled in accordance with the selection criteria specified in LS401 Facilities Use, Appearance and Maintenance and LS209 Branch Galleries. Library display case exhibits may be publicized in the online calendar of events or to the media with the approval of the Regional Manager. Exhibitors are required to sign an Indemnity Agreement prior to setting up their displays. The library assumes no responsibility for loss of or damage to items exhibited.

Display case exhibits are presented in compliance with [Hillsborough County Board of County Commissioners Board Policy Section Number 01.13.00.00 Displays, Posters, Exhibits and Notices at County Facilities](#) and [Administrative Directive CO-03 Displays and Exhibitions in County Center and Other County Facilities](#). Library display case exhibits are limited to topics and items selected by library staff in accordance with this policy and constitute a nonpublic forum. Selections will not be made on viewpoint but may be based on the subject matter to be presented. Customer concerns or complaints about library display case exhibits will be handled in the following manner: The customer should first seek resolution from the branch or department supervisor. If unsatisfied with the response, the customer may seek resolution from the Regional Manager. If unsatisfied with the Regional Manager's response, the customer may send a letter to the Library Director requesting review of the display case exhibit. The letter must be received no later than 15 days after the initial complaint to the branch or department supervisor. The Library Director

or designee appoints a panel of three Managers to review the display case exhibit and address the customer's complaint. The panel reviews the exhibit, the customer's letter, and any relevant policies and informs the customer in writing of the decision within fifteen days of receipt of the customer's letter of complaint. Within 7 of receipt of the review panel's decision, the customer may send a letter of appeal to the Library Director. The Director has 7 days to review the panel's decision and respond to the customer in writing. Within 7 days of receipt of the Library Director's decision, the customer may send a letter of appeal to the Tampa Hillsborough County Public Library Board. The Library Board reviews the decision at their next regularly scheduled Board meeting and informs the customer of their decision in writing. The decision of the Library Board is final.

## Procedure

The branch supervisor is responsible for oversight of planning display case exhibits. Display case exhibits must be pre-approved by the Regional Manager. Priority is given to display of items that tie in with and support planned programming, either system wide or at the branch/department level. No exhibits of dangerous items (weapons, chemicals, etc.) or live plants, animals, or perishable foodstuffs are allowed in display cases. Display case exhibits may support and augment library materials displays. Any accompanying promotional items such as signs/posters, bibliographies, bookmarks, or other library-created handouts must be approved by the Regional Manager. Any supplementary information from nongovernmental groups or organizations must be preapproved by the Regional Manager. Display case exhibits can range in duration and can be scheduled up to a year in advance.

Items for display may be solicited from other government organizations, schools, businesses, organizations, or individuals, including library staff. Potential exhibitors must show samples, photographs, slides, or other visual examples of items to be displayed. Items must be of a suitable size to fit the display case. Supervisors or their designees will send exhibitors written confirmation of the time reserved and exhibit terms and conditions along with a copy of this policy and the Indemnity Agreement that must be signed before a display can be set up. If items owned by the library are exhibited, no indemnity agreement is required.

Items exhibited in display cases must be presented in a manner suitable for viewing by customers of all ages. All items exhibited must be suited to the space available and framed, mounted or otherwise ready for exhibition. The library is not required to provide any special exhibition hardware or fixtures. The exhibitors are responsible for set up and removal of display case exhibits. Price tags may not be placed on any items exhibited in a display case.