



## **Library Display Cases**

Policy Number: LS 1106

Effective: August 2018

### Purpose

Library display cases are utilized to showcase works of art, collectibles, memorabilia, artifacts, or other items in order 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 or departments on a space available basis. The style of display case selected and its location must be approved by the Public Service Regional Manager (Regional Manager) prior to purchase. All display cases must be equipped with a lock in order to secure items exhibited. Branch or department 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 LS 506 Facilities Appearance and Maintenance and LS1109 Library Art Gallery Displays. Library display case exhibits are to be scheduled in advance. 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, Administrative Directive CO-03 Displays and Exhibitions in County Center and Other County Facilities, Administrative Directive CO-06 Communication and Public Information. 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 of the branch or department supervisor, 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 fifteen 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 seven days of receipt of the review panel's decision, the customer may send a letter of appeal to the Library Director. The Director has seven days to review the panel's decision and respond to the customer in writing. Within seven 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 or department 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 are usually one or two months in duration and are scheduled up to a year in advance. Branch or department supervisors or designees are responsible for soliciting and previewing items to be exhibited in display cases.

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. Staff will evaluate and identify potential exhibits in accordance with the criteria of this policy and LS 901 Materials Selection. Final approval of selected exhibits is made by the Regional Manager. 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. The library assumes no responsibility for loss of or damage to items exhibited. 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.