

Danbury Library Display Case Policy

The Danbury Public Library welcomes exhibits and displays that will educate, inform or entertain the community. When not in use by the library, the display case is available for non-profit, non-commercial exhibits and notices. Individuals and community organizations may use the display cases for presentations of an educational, civic, cultural, or artistic nature. Preference is given to organizations based in Danbury. Display of material on controversial topics may cover a range of views, and does not constitute endorsement of the content by the Danbury Public Library.

Community groups and individuals shall request use of the display space in writing, detailing the scope and extent of the display. Requests and inquiries should be sent to the Communications Specialist. The Library Director shall have final authority over the selection, arrangement, placement and duration of display of all works of art.

Display case exhibits are generally scheduled for a thirty-day period and scheduling is on a first-come first-serve basis. The Library reserves the right to direct the exhibitor to remove the display at any time.

The Library assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of an exhibit. All items placed in the library are done so at the owner's risk. The library will take every reasonable precaution to protect items exhibited, but exhibitors must recognize that the library is a public building used by a large number of people. Library staff cannot be held responsible for the preservation or protection of items on exhibit.

Groups or individuals are responsible for creating their exhibits, setting them up according to schedule, and removing them before the next scheduled event.

Approved by the Board of Directors 11/14/19