


CITY OF GRAND PRAIRIE LIBRARY POLICIES

<p>Section 600: Programs and Program Room Use, Display Case and Exhibit Policies</p> <p>No. 601: Display Cases and Exhibit Areas</p> <p>Effective Date: 12/01/2013</p>	<p>Approved By:  Library Director</p> <p>Supersedes:</p>
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- 601.1 **Purpose:** The Grand Prairie Main Library displays exhibits for public enjoyment, information, and education. The library branches have no display cases or exhibit space.
- 601.2 **Guidelines:** Library use of display cases and exhibit space takes precedence over any other use. All exhibits and displays shall be coordinated through the Public Relations Librarian. Each exhibit is subject to approval by the Public Relations Librarian after he or she views the exhibit. Changes to or removal of the entire exhibit may be required at the discretion of the Librarian. Final authority regarding the acceptance or rejection of potential displays rests with the Library Director. Except with special permission by the Library Director, prices may not be displayed on items exhibited, nor may "for sale" signs be posted in exhibits. Free-standing exhibits may be displayed in areas that do not interfere with library services or traffic patterns. Requests will be reviewed on a case-by-case basis. No display will be exhibited that promotes a political cause or constitutes commercial advertising.
- 601.3 **Procedures:**
- Community groups, organizations and individuals may be invited to loan materials for use in library displays.
 - An organization or individual interested in exhibiting at the Grand Prairie Main Library should be referred to the PR Librarian.
 - Exhibitors must complete the Agreement to Lend Items for Display (Appendix 602A).
 - Display cases will be locked while exhibits are in them, but the Library cannot guarantee the safety of exhibits.



Appendix 601A.

Agreement to Lend Items for Display

The Grand Prairie Public Library System agrees to make every reasonable effort to provide proper care, management, and housing of all articles borrowed from the undersigned and listed in Inventory A of this document and to handle these materials as specified in the Special Instructions section of this document. The Library agrees to make every reasonable effort to return all listed items to the owner in the condition in which they were received, unless otherwise noted in the Special Instructions section.

The lender agrees to indemnify and hold the City of Grand Prairie, its officers, employees, and volunteers harmless from any damage or loss of the items listed in Inventory A regardless of whether such loss or damage results from the negligent or intentional acts of the City of Grand Prairie, its officers, employees, or volunteers or the acts of third parties.

Date: _____

Lender's Signature: _____

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Section 600: Programs and Program Room Use, Display Case and Exhibit Policies	Approved By:  Library Director
No. 602: Display of Notices and Distribution of Non-Library Materials Policy	

- 602.1 **Purpose:** Display space for notices and free material is limited at Grand Prairie Memorial Library and even more limited at the library branches, and is thus reserved primarily for library and city-related materials. The library retains adequate access to existing space in order to publicize notices of library or city services.
- 602.2 **Definitions:** Notices are signs and posters. Non-library materials are any flyers, brochures, booklets, or similar items not produced or purchased by the library but made available by a third party for Library patrons to take and keep.
- 602.3 **Conditions:** Non-library notices and materials are subject to the following conditions:
- Priority is given to non-library materials relating to Library and Library sponsored events, programs, and services. Next priority is given to Library support groups, City of Grand Prairie, State of Texas, local school districts, U.S. Government and finally local non-profit civic/community groups.
 - Only political materials that cover all candidates or election issues may be distributed.
 - No organization or individual shall be permitted to solicit donations in the library.
 - Notices may not advertise a product or service for sale, fundraisers, religious events, commercial purposes, testimonials or for any purpose which furthers an individual's goal.
 - The Library Director or their designee may consider accepting and displaying donations by organizations of a civic nature which benefit the Grand Prairie community; as well as posting notices or distributing materials.
 - Events which are publicized in the library must be open to the community; in most cases, they must be free of charge.
- 602.4 Libraries will dispose of unauthorized and outdated materials.

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<p>Section 600: Programs and Meeting Room Use, Display Case and Exhibit Policies</p> <p>No. 603: Meeting Room Use</p> <p>Effective Date: 8/13/2019</p>	<p>Approved By:  Library Director</p> <p>Supersedes:</p>
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603.1 **Purpose:** Meeting rooms at the Main Library and the Betty Warmack Branch Library for library programming. They are not available for rental by outside groups.