



Exhibits and Displays Policy Kent Free Library

Approved: October 31, 1992

Revised: May 20, 2010

Exhibits and Displays Policy

The Kent Free Library display cases are used primarily to highlight library materials and services or to promote other timely library exhibits or programs.

The library seeks variety and quality in arranging all exhibits for the display cases.

Display cases are arranged in advance by the Director. If space allows, the library may accept special exhibits provided by individuals or organizations in the community. All non-library exhibits in the cases must be approved in advance by the Director. A sample of the items or a photograph of the pieces may be requested prior to approval. The display cases may be used to highlight the works of local authors, artists, or to showcase the specialized collections of adults and children in the community. The library does not utilize cases for one-man art shows or individual artists and does not display works of art for sale.

On average exhibits remain on display for a two week period.

The Kent Free Library tries to honor requests to display materials in the order in which they are made. Some adjustments in scheduling may be made for seasonal or holiday reasons or for the convenience of the library.

Every precaution possible will be taken for the safety of the exhibit; however, neither the Kent Free Library Foundation nor the Kent Free Library can be held responsible for lost or damaged items.

To request display space, complete and return an Exhibits and Display Request Form.

Approved by the Board of Trustees: October 31, 1992

Revised: May 20, 2010