

8-11-2015

## Library Displays (August 2015) : NPML Guideline–018

Nelson Poynter Memorial Library.

Follow this and additional works at: [https://scholarcommons.usf.edu/npml\\_lib\\_guidelines](https://scholarcommons.usf.edu/npml_lib_guidelines)

---

### Scholar Commons Citation

Nelson Poynter Memorial Library., "Library Displays (August 2015) : NPML Guideline–018" (2015). *Library Guidelines*. 27.

[https://scholarcommons.usf.edu/npml\\_lib\\_guidelines/27](https://scholarcommons.usf.edu/npml_lib_guidelines/27)

This Other is brought to you for free and open access by the Library Reports and Guidelines at Scholar Commons. It has been accepted for inclusion in Library Guidelines by an authorized administrator of Scholar Commons. For more information, please contact [scholarcommons@usf.edu](mailto:scholarcommons@usf.edu).

**Subject:** *Library Displays*

**Functional Area:** *Library Administration*

**Date of Origin:** 2015-07-30      **Date Last Reviewed:** 2015-08-11

---

**I. INTRODUCTION (Purpose and Intent)**

The Nelson Poynter Memorial Library's primary mission to serve the students, faculty, and staff of the University of South Florida St. Petersburg (USFSP), as well as the entire USF System. Although the facility is open to the general public, as well as to the USF community, the library display cases are to be used by USFSP students, faculty, and staff. Other members of the community may be able to utilize display area spaces with special permission and coordination through the NPML Display and Exhibits Committee.

**II. STATEMENT OF POLICY**

The Nelson Poynter Memorial Library offers the use of a display case to USFSP students, staff, and faculty to use for various exhibits. The library encourages the USFSP community to share collections, art, crafts, creative, educational, cultural, or public information.

The Nelson Poynter Memorial Library assumes no responsibility for the artistic or intellectual content of any of its exhibits. The Library is a forum for the free exchange of ideas and does not act as a censor but all exhibits must be approved by the Library Display Committee to determine appropriateness of the content. The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of library exhibits, whether library-initiated or sponsored by an individual or group.

**III. REQUIREMENTS AND LIMITATIONS**

- Must be a USFSP student, faculty, or staff.
- A *Display Case Reservation and Agreement Form* must be completed and signed prior to any public use of the display case. This form should be received a minimum of two weeks prior to the planned display.
- The Library assumes no responsibility or liability for the preservation, protection, loss of or damage to any part of a display at any time. All items brought to and placed in the library are done so at the owner's risk.

- Library spaces cannot be used for commercial or political purposes, for the solicitation of business, for profit or for fundraising.
- The library cannot guarantee space and will reserve it on a first-come, first-served basis.
- Priority will be given to library-sponsored displays.
- No group is guaranteed regular use of a display cases.
- The library display case is kept locked at all times except during setup and removal.
- No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display.
- Exhibitors should use their own supplies when creating displays.
- No part of the display case may be physically altered.
- No perishable items (ex. Food) may be used as part of an exhibit.
- No extra light, or lighting devices, or other technology can be provided or used in any exhibits.
- Information may be placed on or near the items displayed stating how the person or entity may be contacted for more information about the loaned materials.
- Exhibitors must leave the cases and/or wall and floor space clean. All materials must be removed from the Library at the close of the exhibition (max. 1 month); otherwise, a representative of the Displays Committee will do so within 2 days; unclaimed display items may be disposed of after 2 weeks.
- The library has the right to remove items from the display if deemed inappropriate by the library display committee, supersede scheduled time, or may limit the use of display areas, shorten displays of loaned materials, and re-deploy materials as necessary to meet library needs.
- A short description with or without photograph(s) of the display may be included in the library web site, newsletter, e-News, local newspapers, or community newsletters, at the library's discretion.

**Authorized by:**

**Dean of Library  
Library Leadership Team**