

## **Public Display Space Policy**

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The Urbandale Public Library provides the lobby case for public displays that promote civic, community, cultural, or educational objectives.

### **Guidelines**

- A display reservation request must be submitted at least 2 weeks in advance of the requested date of display.
- Display reservations can be made up to 18 months in advance.
- Time allotted for a display is at the discretion of the Library but will not exceed four weeks. Typically, the display will run the length of a calendar month. A shorter time frame can be requested, but a minimum of 2 weeks on display is required.
- One display per exhibitor is allowed in a twelve-month period.
- The following is a nonexclusive list of materials that may not be displayed:
  - private or commercial advertisements, notices, or solicitations
  - campaign, partisan, or religious literature
  - obscene or inappropriate
  - requests for donations, unless approved by the Library director
- A Waiver of Liability form must be signed by the exhibitor.
- The Urbandale Public Library cannot guarantee the security of the display and the library is not responsible for damage or theft of items on display.
- Exhibitors are responsible for any damage to Library property resulting from their use of the Library's display spaces.
- Scheduled times for the installation and removal of a display must be observed. Failure to do so may result in the cancelation of the reservation or the removal of materials on display. The Library reserves the right to dispose of materials not claimed within 2 weeks of removal.
- The Library reserves the right to approve or remove materials on display.
- The Library reserves the right to decline, reschedule, or cancel a display.
- **Permission to use public display spaces does not constitute Library endorsement.**

Adopted by the Urbandale Public Library Board of Trustees, April 27, 2015, September 26, 2022

Approved March 24, 2025



### **Lobby Display Case**

Overall Dimensions: **100"W x 52"H x 12 ½"D**

Shelf Dimensions (6 removable glass shelves with adjustable brackets): **33"W x 10"D**