

Hauppauge Public Library

Town of Islip
601 Veterans Memorial Highway
Hauppauge, NY 11788

LIBRARY DISPLAY RELEASE FORM

Name: _____

Phone#: _____

Library Card Barcode #: _____

Date: _____

Format of Items to be Displayed: _____

Description of Items to be Displayed: _____

Requested Dates/Month of Display (Limit of One Month): _____

I HAVE READ THE LIBRARY'S DISPLAYS POLICY (PRINTED ON THE BACK OF THIS FORM) AND I UNDERSTAND AND AGREE WITH EACH PART OF THE POLICY. FURTHERMORE I AGREE TO RELEASE THE LIBRARY, ITS EMPLOYEES AND AGENTS FROM ANY LIABILITY FOR ITEMS ON DISPLAY THAT ARE LOST, STOLEN OR DAMAGED IN ANY WAY, EVEN THROUGH NEGLIGENCE OR GROSS NEGLIGENCE.

Signed: _____

(For Library Use Only)

Approved By: _____

Date: _____

Display dates: _____ - _____

Hauppauge Public Library Displays Policy

The Hauppauge Public Library welcome displays of arts, crafts, and other items of general interest to the community.

The Library will provide space for library district residents and local organizations for such displays when possible.

Such displays are to be arranged through the Director or the Director's designee.

The following criteria are to be used in deciding whether items are appropriate for public display in the Library.

- 1) sufficient artistic and/or general interest;
- 2) politically non partisan;
- 3) non proselytizing;
- 4) would not bother or offend children (especially since parents cannot reasonably stop their children from seeing displays without keeping children from using the Library)
- 5) is an appropriate format for display;
- 6) the exhibitor will release the Library from any liability for items on display which are lost, stolen or damaged in any way, even through negligence or gross negligence.

In regard to the fourth criterion, the Trustees emphasize that they do not countenance censorship of written words or images contained within materials the Library possesses or lends. However, they do believe that the items on display should not be offensive to Library visitors of any age.

The Director, in his/her sole judgement, will be the final arbiter regarding what may be displayed in the Library, where and how it will be displayed, and for what length of time. There can be no appeal in regard to this matter.

Approved by the Board of Trustees: October 2001.

Amended: December 2002.