

**Section II: Service Policies**

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**TITLE: Exhibits Policy**

Lake Villa District Library (LVDL) will present and provide space for non-commercial exhibits of educational, recreational, cultural and general community interest materials that supports LVDL's mission: *We enrich lives by connecting people with resources, services, spaces, and each other.*

There are three types of exhibits at LVDL:

1. LVDL Exhibits: These are selected and provided by the library.
2. Featured Artist Exhibits: These are created and provided by community members and groups following an application process.
3. Exhibit Cases: These are glass cases in Youth Services for community members to exhibit their personal collections following an application process.

**General Guidelines (Applies to all exhibit types)**

- LVDL's belief in unrestricted access to information extends to exhibits. Library sponsorship of an exhibit does not constitute an endorsement of the content, cause, or views expressed. Exhibits are not excluded due to possible controversy.
- LVDL does not accept exhibits that recruit for a particular religion, cause or political organization.
- LVDL reserves the right to determine, at its sole discretion, what materials will be exhibited as well as the scheduling, duration, and assignment of exhibit spaces. The library has the right to review the materials in advance. LVDL's decision on what will be displayed in its exhibit spaces shall be final.
- LVDL exhibits take precedence over all others and reserves the right to reschedule or cancel an exhibit at any time and for any reason.
- LVDL complies with all applicable laws, including the standards and requirements, of the Americans with Disabilities Act and state or local disability accessibility guidelines.

**The Featured Artist Exhibits**

- LVDL requires individuals with materials to exhibit to complete the Exhibit Application form.
- All artwork must be original work created by the submitting artists or the submitter has written permission to exhibit the artwork.

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- LVDL is not responsible for the loss, theft, or damage of exhibit materials. Exhibitors are responsible for the property in the exhibit, including adequate insurance coverage and any other expenses connected to the exhibit. All materials in the library will be given reasonable care and protection within the limits of the general operation of the library.
- Exhibitors are responsible for setting up the exhibit and promptly removing items at its conclusion. LVDL will not provide storage for the property of organizations or individuals displaying in the library. LVDL staff have the authority to remove an exhibit if it is deemed abandoned by the exhibitor, as determined by LVDL staff.
- All artwork must be ready for display with two-dimensional work having proper matting, framing and wire for hanging. No modification of the library facility is permitted for the installation of an exhibit. No additional exhibit space is permitted.
- Prices may not be displayed in the exhibit and artwork may not be sold on library property. Artist contact information may be posted with the exhibit. Any items sold while on display must remain on display until the end of the exhibition period.

**Exhibit Cases**

- LVDL requires individuals with materials to exhibit to complete the Exhibit Application form.
- LVDL is not responsible for the loss, theft, or damage of exhibit materials. Exhibitors are responsible for the property in the exhibit, including adequate insurance coverage and any other expenses connected to the exhibit. All materials in the library will be given reasonable care and protection within the limits of the general operation of the library.
- Exhibitors are responsible for setting up the exhibit and promptly removing items at its conclusion. LVDL will not provide storage for the property of organizations or individuals displaying in the library. LVDL staff have the authority to remove an exhibit if it is deemed abandoned by the exhibitor, as determined by LVDL staff.

**Reconsideration of a Library Exhibit**

Patrons who wish to request a reconsideration of a library exhibit are encouraged to discuss their concerns with a Library Supervisor or the Library Director. If the patron is not satisfied with the outcome of those discussions, they will be provided with information to request a formal reconsideration of the exhibit.

The following steps outline LVDL's procedures for a formal Request for Reconsideration of a library exhibit. The exhibit under consideration will not be canceled, postponed, or rescheduled, until the review is complete and the final decision is determined.

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- The patron will be provided the LVDL Mission Statement, Exhibits Policy, Request for Reconsideration form, and the Library Bill of Rights.
- The patron will submit a Request for Reconsideration form to the Library Director.
- The Director will appoint a committee of staff members to review the form and the exhibit within 15 business days.
- The Director will notify the patron on the committee's decision within 15 business days and a summary of the concern and the action will be reported to the Board of Trustees.
- The patron may appeal the decision in writing to the Board of Trustees within 10 business days.
- If the Board of Trustees plans to address the appeal at a Board Meeting, the patron will be notified of the meeting date, time and location.
- The Board of Trustees has the right to limit the length of public comments in accordance with the Public Comments Policy. The decision of the Board is final.

It is understood that library exhibits are of a time sensitive nature. If the staff committee or the Board determine that the exhibit is not in line with the Library's Mission and Exhibits Policy after the exhibit takes place, that decision will influence future exhibit choices.

Adopted: March 16, 1987  
Revised: 3/18, 4/21, 7/24  
Reviewed:

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**Lake Villa District Library  
Request for Reconsideration of Library Exhibit**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you represent self:  Or an organization:  Name of Organization: \_\_\_\_\_

1. Title of exhibit in question: \_\_\_\_\_

Date of exhibit in question: \_\_\_\_\_

2. What brought this exhibit to your attention?

\_\_\_\_\_

3. What experience do you have with the content of this exhibit?

\_\_\_\_\_

4. What concerns you about this exhibit? Please be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_

5. Are there alternative exhibits you would suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_  
\_\_\_\_\_

6. What action are you requesting LVDL consider?

\_\_\_\_\_

Please submit completed form to the Library Director.