

Pamphlets and Exhibits Policy

Pamphlets (Brochures, Flyers, and Notices)

The Canton Public Library (hereinafter: Library) maintains a selection of brochures and flyers from local and area non-profit organizations. Literature from businesses and individuals cannot be accepted. The Library Director will determine the acceptability of the display request. Library staff will discard unapproved items left in the Library.

The Library reserves the right to remove brochures and flyers due to limited space or if they are outdated.

Agendas for meetings of the City Board of Aldermen and other city departments, boards, agencies, and commissions will receive priority over postings from local non-profit organizations.

Art and Other Exhibits

All requests to exhibit will be considered based on the following:

1. Relevance to the Library's vision, mission, and values;
2. Historical or regional significance;
3. Relation to other events or exhibits in the community;
4. Appropriateness to the Library environment;
5. Availability of Library space.

All exhibit promotions and signage will be affixed with an age-appropriateness designation as determined by the Library Director.

The Library Director has the right to determine the length of any exhibit. Exhibits shall be displayed for a maximum period of 3 months. However, if there is no appropriate exhibit scheduled after 3 months, the exhibit may be carried over with the permission of the Library Director.

The Library Director will select the location for exhibits to be displayed and determine if any Library equipment is available for the exhibitor to use. All setup and removal of exhibits, including shipping, packaging, storage, signage, labels, framing, setup and removal, and the furnishing of equipment and supplies needed for the same are the sole physical and financial responsibility of the exhibitor.

The Library is not responsible for any theft of or damage to the exhibit.

Exhibits must be displayed securely on furniture, on walls, or in display cases. The Library Director must approve of the exhibit layout before any setup begins.

The displaying organization may bring in their own display cases only after consulting with the Library Director on issues of space and safety.