



Pelham Public Library  
24 Village Green  
Pelham, NH 03076  
Telephone: (603) 635-7581  
[www.pelhampubliclibrary.org](http://www.pelhampubliclibrary.org)

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## DISPLAY CASE POLICY

The Library's locked display case, located in the main lobby, is available to exhibit special collections. Anyone seeking to develop a display must fill out a Display Case Application & Waiver and receive approval. In all cases, the Library Director must approve any application for an exhibit in accordance with this policy. The Library's need for exhibit space takes precedence over the public's request to use such areas. Approved display case requests are first come, first served and non-transferrable. The Library Director may deny an application for any reason and no reason is required to be given.

Exhibits must conform to the space restrictions of the display case. The dimensions of the display case are: 44 inches wide, 39 inches tall, and 10 inches deep. The display case also contains shelves that may not be adjusted or removed without written permission from the Library Director. No personal locks may be added to the display case.

Public exhibits are displayed for one month, starting from the first day that the library is open that month. The exhibit must be removed by the last day that the library is open that month, but may be removed earlier if desired. The person listed on the application is responsible for setting up the exhibit and removing it promptly when the exhibit has ended, including any costs incurred. Library Staff are not available to assist. The Library will not provide storage for the property of exhibitors. If a display is not removed on or before the specified date, the Pelham Police Department will be contacted to remove the abandoned property at the expense of the exhibit owner. The Library is not responsible for loss or damage while on display or during set up and removal.

The Pelham Public Library does not allow solicitation or selling of items on the Library premises unless written permission is given by the Library Trustees. The Library will not assist with, or hold money related to, the sale of exhibitor's property. Items for sale may be purchased directly from the exhibitor outside the Library. No price tags may be affixed to the works exhibited or pricing lists distributed in the Library.

Use of Library display space does not constitute endorsement by the Pelham Public Library, or Trustees, of the information or contents on display. The exhibitor's name or organization name must be placed with the display; contact information may also be placed with the display but is not required.

The Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights. Library display cases are public and may include content that is unorthodox, unpopular with the majority, or controversial in nature. However, display case contents must not:

- damage library property, including by use of tape, other adhesives, or tacks.
- defame, discriminate, or promote hate against any individuals or groups of individuals.
- promote job openings, products, commercial enterprises, businesses, personal services, events not open to the general public, religion, or current political candidates, issues, or parties.

Exceptions may be considered for items of historical interest that are about deceased individuals or events more than twenty years in the past.

- contain obscene materials (for definition see NH RSA 650:1). The Library does not act in loco parentis. Exhibits are open to all and must be appropriate for all ages to view in public.
- infringe on copyrights, trademarks, or privacy rights.
- contain confidential, personal, or private information without written permission of the people involved.