

APPENDIX 8A—Guidelines for Display Cases and Art Exhibits

Display Case and Art Exhibit Locations

The Main Library includes various locations for display cases and art exhibits:

- Children's Collections Case—A glass case on the first floor designated for display of items in children's personal collections. Collection owner or parent must have a valid Palatine Public Library District card.
- Teen and Adult Collections Cases—Various display cases are available for display of items in teens' and adults' personal collections. Cases may also be used for items that showcase the hobbies, artwork, memorabilia, or crafts of local organizations.
- Art Gallery Walls—Gallery walls throughout the Library are designated for display of the artwork or photography of local artists. The walls are equipped to accommodate pieces of varying size.

Requesting Use of Display Cases or Gallery Art Walls

Individuals or organizations wishing to use display space or the art walls are asked to complete a reservation form and submit it to a designated staff member. Once the form is submitted, staff may request a photograph of artwork for review and approval. Complete information required is included on the reservation form. Local artists, photographers, schools, and organizations that reside in the service area of the Library District will be given priority in scheduling use of the gallery walls and display cases.

An individual or organization may apply once per year to place a display at the Library. Names of applicants accepted for display will be placed on a list in the order in which applications were received, and applicants will be notified and scheduled in that order. Library staff will honor an applicant's request for a specific month or second choice whenever possible; otherwise, a month will be assigned. Generally, an individual or organization may reserve just one display; however, depending upon demand and availability, the Library may be able to honor a request to reserve multiple cases or gallery walls.

Duration of Displays

Each display or exhibit is scheduled for the period of one calendar month beginning the first weekday of the month and ending the last weekday of the month.

Exhibitors are responsible for setting up the display at the beginning of the month and removing items on or before the last weekday of the month. If items are not removed from the display by the final hour the Library is open on the last weekday of the month, Library staff will remove the items. The Library cannot be responsible for the storage or condition of any materials staff may need to remove.

Scheduled exhibitors who have not set up their display or art exhibit by the second day of the scheduled month may be deemed ineligible to display that month and may need to reapply and be rescheduled. Any person rescheduled and failing to set up the display a second time will not be eligible to reserve display space for a period of one year.

The Library reserves the right to reschedule any exhibit or display in order to accommodate a special Library event or series of programs. Staff will make reasonable efforts to give sufficient notice and to reschedule anyone whose display has been preempted. If the Library schedules exhibits or displays, exclusions named in this policy may or may not apply.

Display Case Items

Items within the display and the total display itself should be of an appropriate size to fill the space allotted. The Library will provide a sign indicating the name of the exhibitor and subject/title of the display when appropriate. The exhibitor may provide additional information about the display, including a brief biography, on an 8.5-by-11-inch sheet of paper.

Art Gallery Wall Items

All pieces must be prepared and ready to hang and should be of an appropriate size and quantity to fill the display. The Library will provide a sign indicating the name of the exhibitor and subject/title of the art display plus medium used for the artwork. The artist or photographer may provide additional signage, including a brief biography, on an 8.5-by-11-inch sheet of paper if desired. Contact information for the exhibitor may be provided; however, the Library will not facilitate the sale of artwork and no items in the display may be labeled with a price nor any price lists posted at the Library.

Exclusions

Items in display cases or exhibited on the art wall may not contain the following:

- Items that defame any individual or group of individuals or which threaten or attempt to incite violence against any person or group of persons
- Defaming or obscene materials as defined by the U.S. Supreme Court or material that could lead to a breach of peace or that advocates the violation of applicable criminal laws.
- Obvious advertising or promotional language.

Permission to use exhibit and display space does not imply Library endorsement of any ideas presented therein.

The Library is unable to secure visitors' personal possessions and cannot be responsible for lost or damaged personal property. This includes personal items in displays or exhibits as the Library cannot be responsible for theft, loss, or damage of items in displays or exhibits.

(Appendix referenced in Policy 7. Approved 10 Aug 2011; Last Revised 10 Nov 2025, Effective 1 Dec 2025)