



Exhibits/Display Policy

Purpose

It is part of the St. Charles Public Library District's (Library) mission to provide equitable access to the diverse intellectual and cultural resources of the community. Displays and exhibits in all departments will direct attention to the Library's materials and services, or provide exposure to local artists, organizations, and items/activities of community interest and benefit.

The Library has sole discretion regarding selection, timeline and in what manner objects loaned are exhibited. The Library reserves the right to reject any part of an exhibit or display or to change the manner of the display. The Library will receive no fees or commissions in connection with any exhibit or display.

Because displays, bulletins boards and exhibits are seen by anyone who enters the Library, the Library does not allow material containing images that include significant elements of sexually explicit imagery, graphic depictions of violence or materials that threaten violence or intimidation of a group or individual.

Displaying of materials submitted by the public does not imply Library endorsement of their content or viewpoints.

Guidelines

The Library supports the American Library Association's Library Bill of Rights, including the [Exhibit Spaces and Bulletin Boards statement](#).

Community Displays & Exhibits

The Library offers opportunities for adults, teens and children to utilize designated display cases.

The following displays will not be accepted:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials
- Displays of a proselytizing nature

Non-Library advertisements are not permitted on the exterior of the Library building/property. Uses of exhibit and display space that will materially and substantially interfere with the operation of the Library, such as those uses that produce excessive noise, a significant safety hazard, or a significant security risk will not be permitted.

Selection Criteria for Community Exhibits and Displays

- *Aesthetics:* Exhibit is pleasing to the public's perception and in keeping with the exhibition space design.
- *Quality of Exhibit:* Display/Exhibit items should be in good condition.
- *Suitability of Exhibit:* Exhibit must be suitable for the Library's physical limitations. Exhibit must be available for a period of one month.

- *Compliance:* Applicant will be responsible to make sure the exhibit complies with all federal, state and local laws, including those pertaining to libel, copyright and pornography. Applicants must comply with this Policy and its Procedures.

Art Gallery

The rotating Art Gallery features local artists' work at the Library in the exhibit space on main floor. Art exhibits will rotate every two months and will feature one or more artists each time. Art is limited to 2D or 3D pieces that can be hung against the wall using our display system. The gallery is open to all types/media of art exhibited, but it must be appropriate for a public venue (i.e. nothing excessively graphic or offensive) and within physical limitations.

In order to exhibit at the Library, the artist must complete an exhibit application and release form and attach descriptive information about the exhibit. The artist agrees that the exhibit will be limited to existing wall space, that the artist is responsible for installing the display. .

The artist releases the Library, its Board and employees from any liability for injury or damages, destruction, loss or theft of any item or items that may occur during the display period or during installation or removal of the exhibit. The Library does not provide any security or insurance for artwork exhibited. Applicants should furnish the Library with a list of items displayed.

Prices may be posted next to the art of local artists whose exhibits are sponsored by the Library. Transactions for the purchase of exhibit items will be between the applicant and the purchaser. Exhibit material which is sold during the exhibit may be removed after the end of the exhibit.

Due to demand, an artist may be limited to one exhibit every three years.

Selection Criteria for Art Gallery:

- *Aesthetics:* Art is pleasing to the public's perception and in keeping with the exhibition space design.
- *Quality of Exhibit:* Art should be in good condition, needing little or no framing or other work to make it viable for display.
- *Suitability of Exhibit:* Art must be suitable for the Library's physical limitations. Art should not require climate control or physical security. Exhibit must be available for a period of two months.
- *Compliance:* Applicant will be responsible to make sure the exhibit complies with all federal, state and local laws, including those pertaining to libel, copyright and pornography. Applicants must comply with this Policy and its Procedures.

Community Bulletin Boards & Informational Kiosks

The Library has a limited amount of space available for the distribution of announcements and literature by non-profit organizations engaged in educational, cultural, intellectual, or charitable activities/events in our community. Announcements are limited to a two-week period until removed from Bulletin Board. Announcements and literature for distribution should be submitted to the Welcome Desk at the Library.

The following items are not accepted for distribution:

- Advertisements of products or services offered by commercial organizations or individuals
- Requests for contributions
- Petitions
- Electioneering materials

Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines. The following priorities will be used to determine which items will be distributed:

- Materials produced by Library Friends, Foundation and Literacy Volunteers Fox Valley
- Materials produced by the City of St. Charles and its agencies
- Announcements of events to be held in the Library District
- Materials produced by organizations located in the Library District (local non-profit agencies, community groups)
- All other materials

Library Displays & Exhibits

The Library displays materials from its own collections to provide materials for exhibitions on a variety of topics and interests, appealing to the diverse interests and concerns of the community. Exhibits and displays should complement Library collections and services. The planning and scheduling of such displays and the decision as to which materials and posters will be included is entirely at the discretion of the Library's staff.

Collection Boxes

Local non-profit and service organizations may place non-cash donation boxes in the Library's lobby upon review and approval of the Director.

- An application for such use must be complete at least two weeks in advance.
- A collection box cannot be in the lobby more than two weeks at a time.
- The Library is not responsible for checking the contents of the box or held liable for the contents of the box.

Circulating Petitions

Circulation of petitions relating to local, state, and national government elections and referenda are permitted outside of the building, provided circulators do not annoy/bother patrons, do not interfere with public safety or access to the building, and do not campaign or proselytize.

American Flag Display Guidelines

The Library displays the Flag of the United States on the flagpole located on premises at One South Sixth Avenue, St. Charles, Illinois. The Library follows provisions governing the display of the flag as outlined in the United State Code, Title 4, Chapter 1, and the Illinois Flag Display Act 5 ILCS 465.

The Library does not fly flags at the request of the public, any organization, or any individual. Use of the flagpole is not intended to serve as a forum for free expression by the public.

The library will lower the United States flag to half-staff as directed by the State of Illinois. In addition, the flag may be lowered to honor community members when recognized by local authorities. If staff are not scheduled during designated times, flag positioning will be adjusted as soon as possible.

Approved by Board: 5/3/85

Last Revised: 10/2025