Baldwin City Library Date: 2/28/2012

Baldwin City, KS

SUBJECT: **EXHIBITS AND DISPLAYS**

1. EXHIBITS AND DISPLAYS

Areas are available for exhibits and displays.

Exhibits and displays in the Library will be determined by the Library Director and the Board of Trustees. Library personnel will make every effort and take every precaution for the safety of material in the library covered by the “Personal Property of Others Agreement”. The library will not be held liable for damaged or stolen property.

2.0 PERSONAL PROPERTY OF OTHERS AGREEMENT

Items not belonging to the Baldwin City Public Library may, by agreement between the owner(s)/representative of the items and Library representative(s), be displayed in the Library building. Owners should consider that the Library is a public place which is open to persons of all ages and lifestyles and that the Library’s insurance provides limited coverage for any such items.

1. INSURANCE COVERAGE FOR PERSONAL PROPERTY OF OTHERS

The insurance will pay for direct physical loss of or damage to Personal Property of Others located in or on the building or in the open (or in a vehicle) within 100 feet of the premises. In order to qualify as Personal Property of Others the items must be in the care, custody or control of Library personnel. This status is confirmed by filling out and signing this Agreement form. Causes of damage are limited to fire, theft, vandalism, etc.\*\*

Property that is covered under another coverage form of this or any other policy in which it is more specifically described, is not covered except for the excess of the amount due (whether you can collect on it or not) from that other insurance. The insurance will not pay for loss or damage in any one occurrence until the amount of loss or damage exceeds the deductible ($1000.00) shown in the Declarations. Then the amount of loss or damage in excess of the Deductible, up to the applicable Limit of Insurance ($20,000) will be paid.

1. Items are entered at the owner’s own risk. Neither the City of Baldwin City nor the

Baldwin City Board or other Library personnel will accept liability for the damage, theft, or loss of any item while in storage or on exhibit beyond what is covered by the insurance\*\*. The owner may wish to insure his/her own item(s). Art may be photographed for publicity purposes.

Bringing items to the Library constitutes an agreement by the owner(s) to all of these conditions.

A complete description of the acceptable causes of damage and/or loss may be found in the insurance policy at the City Hall.

\*\*Note: “Missing from Inventory” is not an acceptable reason for a theft claim unless the approximate time and date can be established.

**MNG - 11**

Baldwin City Library Date: 2/28/2012

Baldwin City, KS

SUBJECT: **EXHIBITS AND DISPLAYS**

1. ITEM IDENTIFICATION

Each item must be labeled with: (1) the name, address, and telephone number of the owner; (2) the date; and (3) an identification number which can be used to cross reference each item to more descriptive data on an associated Detailed Description Sheet.

The label should be taped to the back in the upper left-hand corner on a two-dimensional work that is framed. Non-hanging pieces should have this information appropriately identified: i.e., attached or on an attendant card, etc.

A copy of a blank DETAILED DESCRIPTION SHEET which may be used is attached to this agreement.

I have read and understand the above.

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

Owner/Representative

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

Date

**MNG -12**

Baldwin City Library Date: 12/27/2011

Baldwin City, KS

SUBJECT: **BULLETIN BOARDS/DISTRIBUTION OF FREE MATERIALS**

One of the important roles of the public library is to serve as a source of information for community programs, events and services. Given that there is a limited amount of space available, the following guidelines will assure that announcements or materials submitted for display will be given fair consideration and ample time. Bulletin board and distribution areas will be kept current and attractive.

Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the materials. Posting or distribution of any such materials in the Library does not indicate Library endorsement of the ideas, issues, or events promoted by those materials.

Priority is given to Library information and to the City of Baldwin City information. Additional items are accepted as space permits. Informational materials will be limited to those of a civic, cultural, recreational or educational nature. Material will be displayed for a limited time. Display items must be of a reasonable size. The appearance and content of the material must be suitable for posting in the Library public service area. All items must be approved by the Director before posting.

1. **BULLETIN BOARDS**
   1. Commercial advertisements, events or materials for businesses of for-profit corporations will not be permitted. This would mean that ads soliciting babysitting jobs, for example, would not be permitted.
   2. Items will be removed from the bulletin boards after three weeks or until the last date in a series of programs or where the material is of a continuing nature.
   3. All materials must be posted by Library staff only. All materials will be dated with the original posting date. Materials that have not been posted by Library staff will be promptly removed.
   4. The Library assumes no responsibility for the preservation, protection, possible damage, theft, or return of any item displayed on the bulletin board.
   5. Materials left for posting without authorization from the Library will be discarded.

**MNG – 17**

Baldwin City Library Date: 12/27/2011

Baldwin City, KS

1. **DISTRIBUTION OF FREE MATERIALS**
   1. Non-profit organizations may provide dated materials related to their not-for profit purpose for passive distribution only. Passive distribution means leaving the materials with Library staff for Library visitors, if the visitors so choose to take them. Passive distribution does not include verbally or visually (by means of signs, placards, etc.) encouraging Library visitors to review or take any materials with them.
   2. All posting and placement of materials in distribution areas shall be done by personnel from the Library. Individuals requesting distribution shall not themselves leave material in distribution areas.
   3. The Library reserves the right to limit multiple copies of publications intended for free public distribution.
   4. Materials left for distribution without authorization from the Library will be discarded.
2. **GENERAL PROHIBITIONS**
   1. Materials, flyers or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise, will **NOT** be posted.
   2. Because it is not consistent with passive distribution, materials asking Library visitors to sign a petition or letter are **NOT** permitted.

**MNG -18**