

Cary Library Display Policy

The Cary Memorial Library has multiple display spaces located throughout the library. Displays are developed by library staff, and occasionally in conjunction with community partners. The library gives priority to the following types of displays:

- Displays featuring library materials or publicizing library programs
- Works of art created by local artists
- Cultural displays created in partnership with local community organizations
- Historical materials or artifacts
- Informational material from Town departments, state agencies, and Lexington based schools

Applications to collaborate on a display are reviewed by library staff and selected based on multiple factors including:

- Relevance to community needs and interests
- Relationship to library mission
- Potential to promote and encourage the use of library collections & resources
- Historical, cultural, or educational significance
- Budget and costs, including staff time, related to creating a display
- Availability of library display spaces
- Connection to other community programs, exhibitions, or events
- Appropriateness for people of all ages
- Safety and security of library patrons, staff, and facilities
- Collaboration with Town and community partners
- Relationship to national and local observances, commemorative months, and local initiatives (i.e., National Library Week, Women's History Month, etc.)

Interested Lexington community members and organizations are encouraged to use our "Suggest a Display" form to propose a display. These proposals are evaluated according to the criteria listed above. Final decisions on what displays are offered are made by the library director.

The Library and the Town of Lexington are not liable for any theft, vandalism, loss, or damage to items on display at the library. If exhibitors desire insurance, they must arrange for it at their own expense.

Library displays do NOT constitute an endorsement of the content of the display. Displays are not used to directly further commercial, religious, or partisan purposes or for the solicitation of business.

Lexington residents with a concern about a library display should direct that concern to the Library Director for consideration.

Policy approved by the Library Board of Trustees – 10/17/2012, updated 5/3/23