

Purdue University Libraries Display Policies and Procedures

Purdue University Libraries welcomes the opportunity to allow community groups and individuals to use various display and exhibit areas within the Libraries as part of its mission to provide a wide range of information and materials and to encourage and support the civic, intellectual, and cultural pursuits of the community.

Exhibit Content

Purdue University Libraries affirms the American Library Association's Library Bill of Rights, which states, "library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation."

Purdue University Libraries also supports the American Library Association's recommendation for Intellectual Freedom Principles for Academic Libraries, which states that "Freedom of information and of creative expression should be reflected in the library exhibits and in all relevant library policy documents."

Purdue University Libraries is committed to academic freedom—no censorship of exhibit materials will be imposed by the Libraries; however, materials that are judged by the Display Committee to be defamatory, willfully false, obscene, blasphemous, inciting racial hatred, or discriminatory will not be approved.

Additionally, library spaces cannot be used for commercial or political purposes, for the solicitation of business, for profit or for fundraising.

The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of library exhibits, whether library-initiated or sponsored by an individual or group.

Security and Insurance

Exhibits are often located in high traffic areas whose visibility reduces the likelihood of damage or theft of materials; however, the Libraries takes no responsibility for the security or welfare of exhibits at any time, including during transport, installation, or dismantling. Before an exhibit is installed, exhibitor and the Libraries representative must sign a release, indemnifying Purdue University from any responsibility for loss or damage. The original signed Displays Release form will be retained in the unit. A copy of the Form will be given to the exhibitor.

Insurance coverage, if needed, is the responsibility of the exhibitor.

Application and Scheduling

- Purdue University Libraries is the sole authority for use of its exhibit/display cases. Use the Display Case Release Form to request use of a library display case and to schedule an exhibit/display. This form should be received a minimum of two weeks prior to the planned display.
- Purdue University Libraries reserves first right to use its display cases. Therefore, the Display Committee reserves the right to delay a requested display if the library already has one planned for the requested time period.
- The library cannot guarantee space and will reserve it on a first-come, first-served basis.
- No group is guaranteed regular use of a display case.

Guidelines for Displaying

- Exhibitors must provide a sign for the display that includes the name of the display.
- Exhibitors are to provide labels for all items included in displays. The Display Committee and Purdue University Libraries are not responsible for errors or incorrect information provided.
- If there is a question regarding materials or exhibit layout, final approval rests with the Display Committee.
- Exhibitors are responsible for removing displays at the end of the scheduled period; otherwise, a representative of the Displays Committee will do so. Exhibitors will then be contacted via email, phone, or mail. But as storage space is limited, unclaimed display items may be disposed of after 2 weeks.