Exhibits & Posters/Flyers

Exhibits

The use of exhibit space in branch libraries (Baden, Beltsville, Greenbelt, New Carrollton, Oxon Hill and Surratts-Clinton) is based on these criteria: visual arts, crafts, paintings and collectibles for educational, cultural, and artistic purposes. Exhibit space is available to community individuals and groups on an equitable basis, regardless of the beliefs or affiliations of those requesting space. Only exhibits which are attractive and neat will be accepted. The Library reserves the right to reject an exhibit request based on the above criteria.

In order to make exhibit space available to as many community residents as possible, no individual or group should expect to provide an exhibit more than once a year within the library system.

The Library does not provide insurance coverage for exhibit items. Exhibitors are responsible for providing coverage for items exhibited or exhibiting at their own risk.

For wall-mounted displays, the Library will furnish wires, hooks, and a step ladder. Sculptors must furnish their own pedestals.

Labels for exhibit items are to be furnished by the exhibitor. They must be neat and attractive. Labels are to be attached to exhibit items; they are not to be taped on walls or exhibit cases. Prices may NOT be included on labels. NO sales transactions may take place on library premises, but the exhibitor's telephone number and a short biographical sketch may be posted. If the telephone number is not posted, the Library will not provide it to the public without express permission from the exhibitor.

The exhibitor is responsible for the installation and dismantling of display as scheduled. If library staff is forced to dismantle a display because the exhibitor has not removed it on time, the library system is not responsible for any damage.

Exhibits determined to be unacceptable are:
Material of a commercial nature containing advertisements of products or services, or prices of article for sale; requests for contribution (including non-profit or charitable institutions); petitions or political literature supporting one cause or point of view; and carelessly designed or untidy posters or brochures.

Exhibitors interested in displaying in library branches should be referred to the Office of Public Relations & Marketing 301-699-3500.

POSTING & DISTRIBUTION OF POSTERS, FLYERS, ETC.

The Prince George's County Memorial Library System may accept material regarding cultural, recreational, educational and civic programs or events to be posted or distributed within the branches for public information. (Materials which qualify may contain information on costs for entry, registration or participation in the above defined programs or events.)

Materials will be approved by Area Managers or the Office of Public Services based on System guidelines and the interests/needs of the local community.

The maximum size of a posting is 14" x 21."

If a meeting or program is taking place in a Library branch meeting room, all printed materials (fliers, posters, etc.) publicizing such meetings must contain the following disclaimer statement: "Use of Library meeting space does not constitute endorsement of program/meeting or its content by the Prince George's County Memorial Library System."

Forms of literature determined to be unacceptable are:

- Material of a commercial nature containing advertisements of products or services, prices of article for sale or

promotion of individual merchants
- Direct requests for contribution (including non-profit or charitable institutions)
- Petitions or political literature supporting one cause or point of view
- Any literature promoting a program which would exclude a segment of the population
- Unlawful, inappropriate and offensive material
- Carelessly designed or untidy posters or brochures.

Those interested in posting or distributing literature in Library branches should speak with a local Library Area Manager.

Source URL: http://www.pgcmls.info/Exhibits