SSCHPL
Steger-South Chicago Heights Public Library

Display Case Policy

The Steger-South Chicago Heights Public Library District offers its main display case, located in the front vestibule of the Library, to non-profit groups and individuals based in the Steger-South Chicago Heights Public Library District for the display of civic, cultural, educational, and public information consistent with the Library's mission. The Library invites individuals and groups to share their artistic and informational materials with the community. Use of the display case is subject to the following rules and regulations:

1. A Display Case Reservation and Agreement Form must be completed and signed prior to any public use of the display case.
2. Permission to a group or individual to use the display case does not constitute the Library's endorsement of the policies or beliefs represented in the display.
3. The Library assumes no responsibility or liability for the preservation, protection, loss of, or damage to any part of a display at any time. All items brought to and placed in the Library are done so at the owner's risk. Exhibitors are solely responsible for installing and removing their pieces and/or display.
4. While displays consistent with the Library's mission are always welcome, the display case may not be used for:
    a. Promotion or advocacy for partisan or individual candidate's political meetings or events,such as political rallies, demonstrations, movies, fundraisers, promotion, protests,endorsements of political candidates or agenda, or public referenda.
    b. Promotions of advocacy for specific religious, philosophical, or motivational groups.
    c. Promotion or representation of personal or family interests.
    d. Promotion or representation for a for-profit business.
    e. Displays of a polemic or discriminatory nature.
    f. Display of material which is obscene, defamatory, invades a particular person's privacy, or incites violence.
    g. Promotion or representation of any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.
5. The library's display case is not available to individual political parties, candidates, or individuals or groups who wish to use it to support or oppose political parties, candidates, or public referenda.
6. The Library is not in any way involved in the sale of any exhibit item. No prices or price lists are to appear within the exhibit, not will library staff give any indication of an item's value. The exhibitor's contact information may be posted at the exhibitor's discretion.
7. Determination of the appropriateness of the display of material for posting is solely the decision of the Library Director or delegated representative.

8. No group may reassign the use of the display case and the display must appear as described in the approved application.
9. No hardware, equipment, or objects are allowed in the display or in the setting up of the display that may result in the damaging of the display case. If such damage occurs, the group or individual responsible for the display will be held responsible. The potential for damage may be considered grounds for denial of the display case application. If the setting up of the display would interfere with normal Library activities, the display will not be permitted.
10. The display case must be restored to its original clean condition upon the end of the display term by the displaying party.
11. Priority will be given to Library-sponsored displays.
12. A display will remain in the case for one calendar month, unless otherwise specified.
13. The use of the Library display case is a privilege, not a right, and is subject to the Library's sole and exclusive discretion. Accordingly, the Library reserves the right to deny the use of the display case to any group or individual.
14. The Library reserves the right to cancel any scheduled display in its sole and exclusive discretion.
15. If a group or individual violates the policies or procedures associated with the display case, future use of the case will not be permitted.
16. If an organization is denied the use of the display case, it can appeal to the Library Board of Trustees at the next regularly scheduled monthly meeting.

Adopted April 2024