

Howard Miller Library and Community Center
Display Case and Exhibits Policy

The library maintains the locked display case in the main foyer of the Howard Miller Community Center.

The exhibit case is intended for the display of items related to programs, services or collections provided by the library. When available, this space may be used by individuals or organizations in the community.

Use of the case is dependent on availability. Library or city-sponsored displays take priority. The library will attempt to schedule displays ahead of time, but it is possible that community displays will be asked to reschedule if a conflict arises.

All requests for display must be submitted using an Exhibit Space Request Form to the Howard Miller Library and Community Center Director for approval. The Director manages the display schedule for the main foyer case.

Individuals or organizations wishing to use the display cases must be residents of or serve the residents of the greater Zeeland area. Exhibits should reflect topics of public interest and be aesthetically pleasing. Exhibits generally should be educational and informational. Exhibits must be appropriate for young library users. Given that the polling locations for the City of Zeeland are located in the Howard Miller Library and Community Center, no exhibits may advocate political candidates or issues on any election day or during the week prior to an election day.

Community displays will normally be scheduled for one month. This time may be adjusted at the discretion of the Director. No group or individual may reserve more than one slot per calendar year. All displays must contain the name of the exhibitor and sponsor of the display and a sign stating that the library does not endorse the contents of any outside exhibit.

The library is not responsible for items owned by exhibitors. Items must be removed promptly after the end of the scheduled display. The library reserves the right to remove items from the display. These items must be picked up within one week of notification. The library does not charge a fee for use of the display cases.

Provision of space for a display does not indicate endorsement by the Library.

Updated 2025, pending legal review

**CITY COUNCIL (OR GOVERNING BODY/COMMISSION)
POLICY DIRECTIVE**

INDEX NUMBER: 04.182

DATE: October 18, 2004

BODY: City Council

SUBJECT: Howard Miller Library and Community Center Display Case and Exhibits Policy

The library maintains a couple of locked display and exhibit cases including a large case on the main foyer and a smaller case in the second floor Children's Department.

The exhibit cases are intended for the display of items related to programs, services or collections provided by the library. When available, these spaces may be used by individuals or organizations in the community.

Use of exhibit areas is dependent on available space. Library or city-sponsored displays take priority. The library will attempt to schedule displays ahead of time, but it is possible that community displays will be asked to reschedule if a conflict arises.

All requests for display must be submitted using an Exhibit Space Request Form to the Howard Miller Library and Community Relations Director for approval. The Director manages the display schedule for the main foyer case. The Children's Department manages the case on the second floor. The Children's Department display case is intended for exhibits by and of interest to children.

Individuals or organizations wishing to use the display cases must be residents of or serve the residents of the greater Zeeland area. Exhibits should reflect topics of public interest and be aesthetically pleasing. Exhibits generally should be educational and informational. Exhibits must not be inappropriate for young library users. Given that the polling locations for the City of Zeeland are located in the Howard Miller Library and Community Center, no exhibits may advocate political candidates or issues on any election day or during the week prior to an election day.

Community displays will normally be scheduled for one to two weeks. This time may be adjusted at the discretion of the Director. No group or individual may reserve more than one slot per calendar year. All displays must contain the name of the exhibitor and sponsor of the display and a sign stating that the library does not endorse the contents of any outside exhibit.

The library is not responsible for items owned by exhibitors. Items must be removed promptly after the end of the scheduled display. The library reserves the right to remove items from the display. These items must be picked up within one week of notification. The library does not charge a fee for use of the display cases.

Provision of space for a display does not indicate endorsement by the Library.