



Hepburn Library of Madrid

Displays and Exhibits Policy

As adopted by the Board of Trustees, Hepburn Library of Madrid, June 8, 2017, and reviewed December 2020.

As an educational and cultural institution, the Hepburn Library of Madrid welcomes exhibits and displays of interest, information, and enlightenment to the community. Library displays and exhibits will take precedence over displays and exhibits by outside groups.

Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on suitability and availability of space. The library assumes no responsibility for the preservation or protection of any material, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's sole risk.

Areas available to the public for displays and exhibits are the glass exhibit case, the Community Room, and the general bulletin boards (located upstairs in the foyer and downstairs in the community room). The exhibitor must sign a release before any artifact can be placed in the library. The form below must be completed to display or exhibit any material.

Hepburn Library of Madrid Display and Exhibit Release Form

I, the undersigned, hereby lend the following item(s) to the Hepburn Library of Madrid for exhibit purposes only. In consideration of the privilege of exhibiting this item(s), I hereby release said Library from responsibility for loss, damage, or destruction while they are in possession of the Library.

Title of display or exhibition: _____

Location of display or exhibition: _____

Date and duration of display or exhibition: _____

Item(s) and brief description of item(s) on display or exhibition: _____

Contact information:

Name: _____ Phone number: (____) _____

Address: _____

Email Address: _____

Signature of Lender

Signature of Library Representative

Date

Date