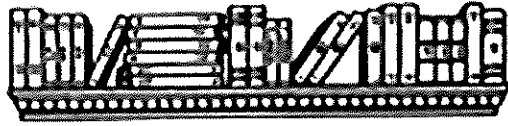


PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES
WINDOW DISPLAY POLICY

PURPOSE

The purpose of this policy is to encourage the creation of dynamic, engaging exhibits in the display window of the library. Exhibits should enrich Lead Main Street appearance and entice passers-by to visit the library

SOURCE

Hearst Library Board of Trustees and Hearst Library Director

POLICY


Only library displays will be featured in the display window. A library display is defined as a display created by library staff or select volunteers. All displays must be approved by the library director. Staff and volunteers are tasked with creating exhibits that are both relevant and wide-ranging in theme. Exhibits should be interesting and accessible to the general public. The duration of an exhibit is at the discretion of the library director.

PROCEDURE

Staff or select volunteers present exhibit ideas to the director for review
Once approved, staff or volunteers are responsible for research, installation, maintenance and tear down of exhibits

Approved by:


Hearst Library Board of Trustees President


Hearst Library Director

Revision Date: February 20, 2024