

**FARGO PUBLIC LIBRARY  
ART AND COLLECTION DISPLAYS  
MEMORANDUM OF UNDERSTANDING**

Name of individual, school or organization displaying material \_\_\_\_\_

Scheduled month(s) and year of display \_\_\_\_\_

The purpose of the display space is to highlight the artistic talents of the community members or to feature collections of local hobbyists and to make the viewing of their works/collections an enjoyable experience for family, friends and customers in the library. The purpose is **not** to promote a particular point of view or to make a statement on a controversial issue. Artwork of an obscene or pornographic nature will not be accepted.

The Fargo Public Library is strictly neutral in matters of religion. The library does not promote nor participate in any sponsorship or active involvement in religious activities. Therefore, in respect to all faiths, displays containing materials of a religious nature or on a religious theme cannot be accepted.

Library use of the display areas precludes any other use.

The library bears no responsibility for theft or damage to display items.

The maximum length of a display will be determined by the library. The display will be set up on \_\_\_\_\_ and dismantled on \_\_\_\_\_

Set up and dismantling will be the responsibility of the organization or individual displaying material.

Before artwork is displayed, the library staff member assigned the responsibility reserves the right to review the material (this can be done at the time of set up or before). If it does not adhere to the guidelines set forth above and in this Memorandum of Understanding, it will not be displayed.

The size of the display will not exceed \_\_\_\_\_

Art displays should be mounted as follows (special instructions)

\_\_\_\_\_

Organizations or individuals displaying collections or artwork may include a sign stating the name of the organization/individual. The library will not offer to give out price lists or be in any way involved in the sale of artwork. The space is for community enjoyment, not for retail. The library will give out the phone number of the individual and or organization contact when asked by a customer unless otherwise requested by the displaying party.

This Memorandum of Understanding must be signed and returned before the display reservation is final.

Agreed: \_\_\_\_\_

For: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_