

## Exhibits Policy

Exhibits in public library buildings offer the community an opportunity to share in the enjoyment of the visual arts, allow artists and community residents to share creative talents and information, and enhance the visual environment of the library. The library reserves the right to contact organizations and individuals to maintain diversity. Artists must fill out an application and release form if they wish to display art in the library.

Display space for community groups is available at the library in the Program Room, Small Meeting Room, Business Center and Reading Room and is for educational, artistic and cultural materials that promote interest in the use of books, library materials and information, or that share information about local art and cultural groups. Preference will be given to exhibits that are timely and of general interest

The library encourages free expression and free access to ideas as described in the *Library Bill of Rights*, and the *Freedom to Read* and *Freedom to View* statements. Artists and exhibitors must consider that the viewing audience will include all ages with diverse backgrounds, and is not self-selected as in a museum or a commercial art gallery, and the exhibit often is not their primary purpose for visiting the library. The Library Director, at their sole discretion, may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Display of items in the library does not indicate endorsement, by the Library's Trustees or staff, of the issues, events or services promoted by those materials.

The artist or sponsoring organization is responsible for hanging the art collection with appropriate signage. In rooms where the library's display system has been installed, the artist/sponsor must use the system as it was designed to be used.. Signage content and placement must be pre-approved by the Library Director.

The library assumes no responsibility or liability in the event of loss, theft, or damage of items on display. Artists and exhibitors are responsible for their own insurance coverage and will be required to sign a form releasing the library from any responsibility or liability for the loss, damage or destruction of items on display. Items must be removed from display as scheduled. Should the exhibit materials not be picked up at the end of the exhibit, the library will attempt to contact the exhibitor. Items will be removed and stored for thirty days after which they will be disposed of without further notice to the exhibitor. Exhibits shall not contain materials that will decay, become hazardous, or leave stains. Exhibitors will be charged for any damage to library property caused by their

displays. Signs accompanying exhibits must be legible, correctly spelled, and neat in appearance. The artist may post their name and contact information, and the price of the pieces for sale. Items may not be sold or removed from a display during the exhibition without the permission of the Library Director.

### **Display Case**

Displays of collections or grouped items on a common theme may be housed in the library's display case. Displays will generally be changed monthly unless a shorter duration is approved by the library director. Groups or individuals desiring to use library display space must fill out an application and release form for the Library Director to approve before any display is set up.

### **Bulletin Board**

Library bulletin boards are available to inform the public of events of interest. They are not for the display of profit-making materials, personal messages, endorsements of political candidates or issues or similar materials. All materials must be submitted to the library staff for posting or display. No one other than library staff may add or remove any material from the boards. . All materials to be posted are subject to final approval by the Library Director. Materials not approved, or material not placed on the bulletin board by a library staff member, will be removed without notification.

*Approved by Library Board of Trustees, December, 2000. Revised June, 2004. Amended 2017. Revised April 12, 2023. Amended May 11, 2023*



## REQUEST FOR DISPLAY & RELEASE FORM

**If more than one artist is exhibiting within an organization, each artist must fill out a release form.**

Date \_\_\_\_\_

Name of Organization (if any) \_\_\_\_\_

Person's Name \_\_\_\_\_

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

Number of Items displayed \_\_\_\_\_

Please give the title or describe the nature of the exhibit \_\_\_\_\_

\_\_\_\_\_

Setup Date \_\_\_\_\_ Removal Date \_\_\_\_\_

Artists and exhibitors are responsible for their own insurance coverage for their displayed items per library policy.

**I have read & understand the library policy Yes \_\_\_\_\_ No \_\_\_\_\_**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Approved by \_\_\_\_\_