

Exhibits and Displays

The purpose of the Library's exhibit and display facilities is to increase public awareness of the Library's resources and to support its mission as an intellectual, cultural and information center for the community. The Library may not advocate or endorse viewpoints expressed within exhibits by exhibitors. For the purpose of this policy the term "display" includes wall exhibits, bulletin board items, enclosed display cases and freestanding exhibits.

Exhibits/displays shall further one or more of the following purposes:

- A. To promulgate a theme related to Library services, collections or programs.
- B. To compile Library materials from several subject areas which relate to a theme of current interest.
- C. To highlight current issues, events or other subjects of public interest in an informational manner.
- D. To display original art, crafts, photographs or writings.
- E. To highlight the activities of, or issues of interest to local non-profit organizations and agencies or to display collections or hobbies of local residents.

GUIDELINES FOR DISPLAY

1. Library curated exhibits are given priority.
2. The usual **length of an exhibit** is one month unless other arrangements are made. **Hours for exhibit** shall coincide with hours that the Library is open.
3. **Selection:** Exhibitors who would like to be considered for display are to submit an *Exhibit/Display Application* to the Library Director. Photos, slides or samples of the items to be displayed should be submitted with the application.

The following types of exhibit material will not be accepted:

- A. Partisan political exhibits or exhibits that support the election or defeat of a political candidate or seek to advance or protest federal, state or local legislation.
- B. Exhibits that are in violation of any laws or deemed to be derogatory to a race, creed, religion or any other characteristic cited by Human Rights Law to be respected and not discriminated against by a public agency such as the Library.
- C. Exhibits which seek to advance commercial products or services.

The Library Director and his/her designees shall have the final decision as to which exhibits will be accepted. The Library reserves the right to refuse, cancel, limit or impose restrictions upon any exhibit.

4. **Security & Liability:** The Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk. The Library is to be relieved of all liability for mutilation or damage or loss of an exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage,

it is the sole responsibility of the exhibitor to secure such insurance coverage.

5. **Prices:** No prices may be listed in the exhibit area or provided by Library staff. The Library will furnish or display the contact information of the exhibitor(s) when requested.
6. **Installation & Removal:** No items shall be displayed until a signed *Exhibit/Display Agreement* has been submitted to the Director. Exhibitor(s) are responsible for the installation and removal of displays and must supply necessary identifying or explanatory signs. All two dimensional work must be ready to hang. Sculpture stands must be provided by exhibitor.

Exhibitor(s) agree to install and remove display items on dates specified on the *Exhibit/Display Agreement*. The Library cannot accommodate frequent changes and/or rearrangements. The Library will not provide storage for the property of exhibitors beyond the agreed-upon period.

7. **Group shows:** In the case of exhibits by more than one person each exhibitor represented must complete a signed *Exhibit/Display Agreement*.
8. **Receptions:** Arrangements for receptions and other exhibit related events are the responsibility of the exhibitors and require prior approval of the Library Director.
9. **Publicity:** The Library must approve all public relations announcements and advertising prior to dissemination and assumes no responsibility for publicizing exhibits. There may be no indication that the Library is sponsoring or endorsing an exhibit in exhibitor generated announcements, only the location may be mentioned. The Library may at its discretion publicize exhibits in the Library newsletter.
10. **Exhibits & Displays Curated by Library Staff:** The Library staff may prepare exhibits and displays of materials from the Library's own collections. These exhibits will adhere to the same guidelines set forth in this policy.