

Exhibits and Displays

Exhibits and displays are intended to enhance public awareness of Library resources and to support the Library's mission as an intellectual, cultural, and informational center. The Library does **neither endorse nor advocate** for the viewpoints expressed in an exhibit. For the purposes of this policy, "display" includes wall exhibits, exhibits provided on bulletin boards and in enclosed cases, and freestanding exhibits.

1. Exhibits and displays should serve one or more of the following purposes:
2. Promote themes related to Library services, collections, or programs
3. Present Library materials related to a theme adopted by the Library
4. Highlight current issues or topics of public interest in an informational manner
5. Showcase original art, crafts, photography, or writing
6. Highlight activities or issues of local nonprofit organizations or display personal collections/hobby-related activities of local residents

Guidelines

1. Library-curated exhibits are to receive priority over external submissions. Standard exhibit length is one month. Exceptions may be made at the Library's discretion. Exhibit access is to align with Library operating hours. The Library reserves in its discretion the right to remove an exhibit prior to the established expiration date.
2. **Selection:** Applicants must submit an *Exhibit/Display Application* to the Library Director or his/her designee. Supporting materials (photos, slides, or samples) are to be submitted with the application.

Exhibits possessing the following will not be accepted:

- a. Partisan political content or advocacy related to candidates, elections or legislation
- b. Content that violates laws or is discriminatory under human rights laws
- c. Commercial promotion of products or services

Final approval rests with the Library Director or designee. The Library reserves the right to refuse, cancel, limit, or impose conditions on any exhibit.

3. **Security & Liability:** Exhibits are displayed at the exhibitor's risk. The Library is not responsible for loss, theft, or damage. Exhibitors are responsible for obtaining insurance.
4. **Prices:** No prices may be displayed. Library staff will not provide pricing information. Exhibitor contact information may be shared upon request.
5. **Installation & Removal:** A signed *Exhibit/Display Agreement* is required prior to installation. Exhibitor(s) are responsible for the installation and removal of displays

and must supply labels and signage. No Library equipment or furnishings may be accessed. 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 revised terms and/or rearrangements. The Library will not provide storage for the property of exhibitors beyond the agreed-upon period; and may confiscate property not retrieved by the exhibitor by the end-date of the exhibit.

6. **Group Exhibits:** Each participant must submit a signed *Exhibit/Display Agreement*.
7. **Receptions:** Planning and execution are the exhibitor's responsibility and must be approved by the Director or designee in advance. No alcoholic beverages are to be offered.
8. **Publicity:**
 - a. All promotional materials must be approved by the Library
 - b. Exhibitors promotional materials may not suggest Library sponsorship or endorsement; only the location may be referenced
 - c. The Library may choose to promote exhibits in Library newsletters, its website and social media
9. **Library-Curated Exhibits:** Library staff may create exhibits utilizing Library collections, adhering to these guidelines.