



Exhibit and Display Policy

In keeping with its mission to meet the educational, cultural and recreational needs of the community, the library will make space for exhibits, including displays and art, available without charge to community groups, organizations, and individuals. Samples of display spaces are the glass display case in the entrance hall and the art wall in the main area. Interested exhibitors are to fill out the Exhibitor Request Form, and return it to the library to the attention of the Library Director.

Exhibits may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited. The Library Director, after consultation with the Board of Trustees, has the right to reject any exhibit in full or in part.

Application for use of space will be considered on a first come, first served basis and limited to no more than four weeks per calendar year per individual, group or organization. The library reserves the right to determine the schedule of exhibits, including the length and location.

The installation of all exhibits must be performed by the exhibitor at a prearranged time and in the designated area of the library. Removal of the exhibit shall also be the responsibility of the exhibitor. If assistance is required for installation or removal, it is the exhibitors responsibility to provide such assistance. Transportation of the exhibit is the responsibility of the exhibitor.

All items to be hung must be matted, mounted or framed and wired for hanging. Nothing may be affixed directly to walls or other surfaces. Explanatory material may be made available for public viewing.

The library insurance policy covers only items owned by the library. All exhibitors are required to sign a form that releases the library from responsibility for any item in the exhibit.

Prior to the exhibit, a list of the items to be included is to be provided to the Library Director. Exhibitors are encouraged to post a statement about their works. Price tags are not permitted, however, upon request by the exhibitor, a price list with the exhibitor's name and phone number will be available for review by potential buyers. Library personnel will not participate in purchase arrangements.

A reception to mark the installation of any exhibit will be considered, provided that space and time requirements of the library and exhibitor are mutually agreeable. Scheduled library events or programs have priority. Refreshments (non-alcoholic only) may be provided by the exhibitor.

The exhibitor will be responsible for setting up before and breaking down after the reception and ensuring that the room is left in the condition in which it was found.

Any outside publicity for any exhibit must be approved by the Library Director.

Adopted: as “Art Display Policy”, April 14, 1999

Revised: April 19, 2006

Revised: as “Exhibit and Display Policy”, October 15, 2014