

# Thomas Crane Public Library

## Exhibit & Display Policy

### **Policy Statement**

In keeping with its mission to facilitate lifelong learning, provide opportunities for cultural enrichment, and foster a sense of community, the Thomas Crane Public Library makes designated spaces available for the exhibit of art works and documents, artifacts and other ephemera.

### **Definitions**

#### *Exhibits*

Exhibits generally include paintings, photography, sculpture and other art works, presented using the Library's exhibit panels. Exhibits may also include technology and educational presentations with textual information.

#### *Displays*

Displays generally include documents, artifacts, and ephemera, presented using the Library's locking glass display cases.

### **Regulations**

#### **Content of Exhibits/Displays**

1. Exhibits and displays must be of an educational, cultural, or civic nature. Exhibit/display space will be granted to qualified individuals and non-commercial organizations and governmental agencies engaged in educational, cultural, civic, intellectual, or charitable activities.
2. Exhibits may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising, or for advocacy of a political candidate or ballot measure.
3. Artworks must be the original work of the applicant. Any misrepresentation of artwork from the application may result in denial of exhibition.
4. The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit/display for violation of this policy.
5. In presenting exhibits and displays, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter. The library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

#### **Selection & Scheduling of Exhibits/Displays**

6. The Library Director, in consultation with the Library Exhibit Committee, shall have the authority to consider requests and to grant permission to set up exhibits and displays. The Committee will review exhibit/display applications on a rolling basis. In the event of a negative decision regarding a proposed exhibit/display, the Board of Trustees will hear an appeal for reconsideration.

7. All exhibits and displays will be considered in terms of the Library's mission to provide educational and cultural enrichment, within the broad standards of community acceptability and appropriateness for all age groups, including children. The following will also be considered when selecting and approving exhibits and displays:
  - Suitability of subject matter and physical presentation
  - Quality of the presentation
  - Local or regional interest
  - Space requirements
  - Timeliness
8. Applications for use of exhibit/display space will be considered on a first come, first served basis and limited to no more than four weeks per calendar year per individual or organization. The Library reserves the right to determine the schedule of exhibits/displays, including length of exhibits/displays.
9. Use of exhibit and display spaces for Library purposes takes precedence over other uses. On the rare occasion that the Library finds it must use its space unexpectedly for its own purposes, even though a non-Library exhibit/display has been previously scheduled, the Library will make every effort to schedule an alternate time for the exhibit/display. Potential exhibitors assume the risk that the Library may need to preempt an exhibit/display for its own purposes.

#### **Installation of Exhibits/Displays**

10. Exhibitors are responsible for installing and removing exhibits/displays on the dates agreed upon by the Library and the exhibitor, and for all measures necessary for installation and removal of exhibits/displays, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies needed for same. All exhibits/displays must be set up and removed with as little interference as possible to the daily operations of the Library. Installation and removal assistance will not be provided by library staff.
11. The Library will determine the location and configuration of exhibit panels/display cases. Available spaces, exhibit panels, and display cases are subject to change.
12. If the Library must remove an exhibit/display because it is not removed as scheduled by the exhibitor, the Library is not responsible for any damages. The Library will not provide storage for the property of organizations or individuals displaying in the Library.
13. Exhibitors agree to be responsible for and to pay for any and all damages to Library property including exhibit/display spaces, walls, floors, grounds, furniture and fixtures resulting from the installation or removal of an exhibit/display.
14. Exhibit photos, artworks, etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrance, exit or elevator doors. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
15. Each exhibit/display must contain an informative explanation to assist the general public in discerning the subject or purpose of the exhibit/display. This information may be provided by explanatory labels on individual items, in poster or sign form, or be contained within the exhibit/display itself. Exhibitors are encouraged to provide a

contact phone number as part of the exhibit/display for members of the general public who may want more information.

### **Application Procedure**

16. Applications may be made up to one year in advance and no less than one month in advance.
17. Applicants should familiarize themselves with the Library's exhibit/display spaces, exhibit panels, and display cases.
18. Applicants must provide physical or digital images for review. If actual works are submitted, applicants are responsible for arranging the return of their review materials.
19. Applicants must complete an application form, which includes a waiver of liability, and be familiar with the Library's Exhibit & Display Policy

### **Publicity**

20. The Library will publicize exhibits and displays via local media outlets, posters and flyers inside Library buildings, and via Library communication vehicles such as newsletters, websites and social media.
21. By submitting an application, artists grant the Library the right to use or publish images of their work in both print and online publicity. Artists may submit digital files containing watermarks for marketing purposes.
22. Additional publicity is the responsibility of the exhibitor except when the exhibit/display is co-sponsored by the Library. Press releases or other promotion of the exhibit/display shall not imply endorsement of the viewpoints put forth in the exhibit/display.
23. Video recording, cameras set up on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the Library proper without the express advance written permission of the Library Director.
24. Exhibitors may not schedule special openings, receptions or other events without the permission of the Library Director. All arrangements must be approved by the Library Director at least two weeks prior to the planned event and must be held only in areas designated by the Library. No alcoholic beverages may be served. The event must be open to the general public.

### **Other**

25. No prices may be posted on items in an exhibit/display, except by approval of the Library Director, nor may an admission fee be charged. A price list may be placed in the exhibit/display. Transactions for the purchase of exhibit/display items shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit/display material which is sold during its display in the Library may be removed before the end of the exhibition period.
26. The Library assumes no responsibility for the preservation, protection or possible damage or theft or any item displayed or exhibited. All items placed in the library for exhibit/display are so placed at the owner's risk. The Library does not provide staff to serve as attendants during an exhibit.

27. The Library Director shall have the final decision on the content and arrangement of all exhibits/displays and reserves the right to reject any part of an exhibit/display or to change the manner of display, subject to appeal to the Board of Trustees.
28. Complaints about this Exhibit & Display Policy or about the content of a particular exhibit/display should be addressed to the Library Director.

Adopted by Vote of the Library Board of Trustees, January 12, 2004  
Revised January 10, 2005; April 11, 2022