

SOUTH COUNTRY LIBRARY

EXHIBIT/DISPLAY POLICY

Approved by the Board of Trustees October 21, 2010

Purpose

The purpose of the South Country Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an education, cultural and recreational center for the South Country community. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy the term "display" includes wall exhibits and the enclosed display case. Exhibits/displays using these facilities shall promote one or more of these purposes:

- A) To promote South Country Library services, collections or programs
- B) To highlight current issues events or other subjects of public interest
- C) To display arts, crafts, photographs, writings or collections when they promote or complement the mission of the South Country Library

Guidelines

Areas for display include the glass display cabinet and the Gallery Wall, both on the lower level.

Display facilities must be scheduled in advance with the Director or designee. Displays may be scheduled no more than one year in advance and approval will be granted for only one display in this time period.

Selection

Interested individuals/groups can obtain exhibit/display information from the Director or designee. For first time exhibitors, samples of the display must be submitted before scheduling. A completed EXHIBITOR'S AGREEMENT AND RELEASE should be **notarized** and submitted. Decisions regarding which exhibits will be accepted rest with the Library. The Library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes as stated in the policy statement.

Cancellation

The Library reserves the right to cancel displays at any time for any reason.

Hours for the exhibit shall coincide with hours that the Library is open. The usual length of the exhibit is one month.

Library security

Display facilities are designed to be reasonable secure. However, the Library is not responsible for the security of the displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

Liability

As stipulated in the EXHIBITORS AGREEMENT AND RELEASE, South Country Library is relieved of all liability for mutilation, damage or loss of exhibit or display 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.

Prices

No prices may be attached to individual items displayed. If the exhibitor wishes, he/she may prepare a price list. Copies of this list may be given to the Circulation and Reference Desks.

Hanging and removal of displays

The EXHIBITOR'S AGREEMENT AND RELEASE must be signed and a list of all items included in the exhibit must be given to the Director or designee before or at the latest at the time the items are put on exhibit. The individual or group initiating the display must hang the exhibit and provide explanatory signs.

All pieces to be displayed should be framed or mounted and suitable for hanging safely.

The name and phone number of the exhibitor may be included in the display. Exhibitors agree to leave their work for the period stipulated in the EXHIBITOR'S AGREEMENT AND RELEASE.

The exhibitor must make prior arrangements with the Director or designee as to the day and time the display will be mounted and taken down.

The Library will not provide storage for the property of exhibitors beyond the agreed upon period.

Receptions

The Library does not arrange exhibit openings or receptions. Any individual/group interested in having an exhibit opening may do so, pending the Library approval, within the time frame of the exhibit and within normal Library hours. The exhibitor should make arrangements for a reception with the Director or designee as soon as possible.

Publicity

The Library will publicize all exhibits in the Library Newsletter providing information on the exhibit is available 4 months in advance. Any additional publicity will be the responsibility of the exhibitor and must be approved by the Library prior to dissemination.