

<p style="text-align: center;"><b>Cromaine District Library</b></p> <p style="text-align: center;"><b>Policy</b></p>	<p>Policy #: 4030 Page 1 of 3</p>
<p style="text-align: center;"><i>EXHIBITS</i></p>	<p style="text-align: center;"><u>Tracking Record</u></p> <p style="text-align: center;">Date Approved: 2/18/99 Previous Policy Dated: 10/10/83</p>

## **Purpose**

It is part of the Library's function to provide access to intellectual and cultural resources to the community. Thus, the Cromaine District Library welcomes the opportunity to allow community groups, organizations, or individuals to use the various display areas of the Library. Space is provided for exhibits of an educational, cultural, civic or recreational nature, rather than for commercial or political purposes.

## **Exhibit Space Available**

The Cromaine District Library offers an exhibit case in the Youth Services Department, the large glass exhibit case in the vestibule, and wall space in the Community Room for display of materials which support the Library's mission, programs and services.

## **Exhibits should:**

1. Contribute positively to the Library's environment
2. Highlight, whenever possible, the collection of the Library
3. Publicize resources and services of the Library
4. Enrich the life of the Hartland community
5. Be a means of strengthening partnerships between the Library and the wider community

Exhibits in the Library are seen by anyone who walks into the Library-both children and adults who may have various degrees of sophistication. The materials of the exhibits must therefore meet what is generally known as "a standard acceptable to the community."

## **Guidelines**

1. Acceptance of an exhibit will be determined by the Head of Adult Services or the Head of Youth Services. An "Exhibit Agreement" must be completed for each exhibit requested.
2. Exhibits will normally be limited to a one month period with definite dates established in advance.

3. Works which are for sale may be purchased through individual arrangement with the artist. Library staff do not participate in any of these arrangements. Artists are encouraged to post a statement about their work, but price tags are not permitted. A price list with the artist's name and phone number will be kept at the guest registry and at the Circulation Desk for consultation by potential purchasers. Art works which are sold must be kept on display until the end of the exhibit.
4. Descriptive lists of works must be submitted to the Administrative Office with monetary value/price of each item, if appropriate.
5. Transporting, unloading, hanging and arrangement of exhibits shall be the responsibility of the exhibitor under the supervision of the Library staff. If the exhibitor needs assistance in this effort, it is his/her responsibility to bring someone to assist him/her.
6. The Library does not have space for storage of the property of exhibitors in the Library building; therefore, exhibitors are asked to deliver and pick up art work according to the dates established in advance. Insurance covering the value of the exhibit will be the responsibility of the displaying exhibitor. The exhibitor will sign a disclaimer releasing the Library from all responsibility prior to the display of the works. See attached Display Agreement.

### **Installation and Removal of Exhibits**

The responsibility for design and placement of all exhibits rests with the exhibitor, as does the responsibility for the installation and dismantling of the exhibit. Both installation and dismantling should conform to the exhibit dates approved in advance.

### **Security**

Items on display in the Library enjoy the same security as the Library collection and equipment. The glass exhibit cases are locked, but irreplaceable items or items of great value should not be included in an exhibit.

### **Responsibility**

The responsibility for any damage to Library property caused by the installation, display or dismantling of an exhibit will rest with the sponsoring group or individual. The Library assumes no responsibility for the safety of any items placed on exhibit, although it takes reasonable precautions to provide security. Exhibitors must sign the Exhibit Agreement Form and file a price/valuation list with the Administrative Office, if appropriate, upon installation of a private exhibit or display.

### **Community Room – Art Exhibits**

Exhibits of different forms of art are welcome at the Cromaïne District Library. Exhibits stimulate interest in a variety of Library materials, provide information, develop aesthetic appreciation, and furnish an opportunity for individuals and/or groups to display artistic and educational materials.

Permission to photograph accepted work for publicity purposes shall be understood to be granted unless specifically denied.

All publicity material relating to exhibits shall be submitted prior to dissemination for approval by the Library.