

## **Salem Free Public Library Displays and Exhibits Policy**

This policy covers art exhibits and the display case.

The Salem Free Public Library welcomes the opportunity to allow community groups, organizations, or individuals to use the Library display case or art exhibit area for exhibits of an artistic, cultural, educational, civic, or recreational nature which will be of interest to Library users. Preference is given to area residents' exhibits that are timely and of general interest.

Groups are invited to display provided that they elect one person to represent them and to coordinate their exhibit with the Library.

### **Selection:**

The Library Board recognizes that the Library is used by people of all ages. The final decision as to the suitability of a display will be made by the Library Director. The Library reserves the right to decline any exhibit in accordance with the Library's best interests. Exhibits for commercial purposes are not allowed.

Artists or collectors interested in exhibiting their work or collections shall be asked to provide photographs or examples of representative work before an exhibit is scheduled. All wall art items must be ready for hanging on hooks. The Library Director may reject any exhibit or display that does not fit with the mission of the library or that is not neatly and attractively presented.

Acceptance of an exhibit by the Library does not constitute an endorsement by the Library or the Town of the group's or individual's policies.

Because display space is limited, as a general rule, the Library is unable to accept donations of art for permanent display in the Library.

### **Objections to exhibited items:**

Objections to items included within library exhibits must be made in writing and directed to the attention of the Library Director. The Library Director will then submit the matter to the Library Board of Trustees, which meets once per month. The Board will then review the objection and determine whether any action is to be taken. The Board will give notice of its decision to the individual who made the objection.

### **Application and scheduling:**

Groups or individuals desiring to schedule an art exhibit or to book the display case should submit an application to the Library at least two weeks in advance. Applicants will be considered on a first come, first served basis.

The Library Director will schedule and coordinate displays and maintain a waiting list. As a general rule, the same group or individual may display items once per year.

Exhibits are booked no more than one year in advance. Exhibits normally are scheduled on a one-month basis, depending upon the calendar and the mutual convenience of the Library and the exhibitor.

It is the responsibility of the exhibitor to set up and remove the exhibit during library hours at a time agreed upon with the Library Director. The exhibitor is responsible for ensuring that items to be displayed on walls are prepared for hanging. The library will provide hooks for hanging the exhibit.

Exhibits must be removed from display as scheduled by the Library Director or they will be removed and stored by staff for thirty days. After thirty days, they will be disposed of in accordance with local law. The Library is unable to provide storage for the property of organization or individuals displaying in the Library.

Sales:

The Library is not in any way involved in the sale of any exhibit item. The Library will display a list of titles of items in an exhibit together with the exhibitor's contact information if such information is provided by the exhibitor. Items displayed may not include price tags or other information regarding the purchase of items.

Responsibility and liability:

Exhibitors should recognize that the Library is a public building and used by a large number of people. Exhibitors are encouraged to insure items of value and will be required to sign a Display and Exhibit Application and Release Form, listing the contents of their exhibit, acknowledging receipt of a copy of this Displays and Exhibits Policy, and further holding the Library harmless due to loss, damage, theft, injury, or destruction.