



ART EXHIBIT AND DISPLAYS POLICY

In some of its facilities, the Lincoln County Library maintains display space for the purpose of featuring library materials and programs, providing information about community groups, and exhibiting works of individual artists, crafts people, and collectors.

EXHIBIT POLICY AND PURPOSE

The library functions as an intellectual and cultural resource for the community. Exhibits and displays are a means through which the public can share experiences, appreciate special interests, and exchange information.

When not in use to promote library-related activities or services, display and exhibit spaces are available to community groups or individuals engaged in educational, cultural, intellectual, or charitable activities and will be provided on an equitable basis to any group or individual who agrees to the guidelines below.

The fact that an organization or person is permitted to use a library display space does not in any way constitute an endorsement by the library of their policies or beliefs.

In general, the library does not accept exhibits purely of a commercial or political nature, unless they have a special educational, informational, or cultural value to the community. The library does not accept any material being offered for sale to the public unless the proceeds benefit the library.

Exhibits are accepted at the discretion of the Branch Librarian or Library Director. The library has the right to review materials before the exhibit is installed. The library will not accept displays or exhibits that are judged to be either illegal or inappropriate for public viewing. A decision not to accept materials for an exhibit may be appealed to the Library Board of Trustees.

EXHIBIT GUIDELINES

Exhibitors are encouraged to visit the display space prior to installation of their display. The display area is open to the general public and is not monitored by library staff.

Exhibit space must be reserved in advance, especially when the exhibit is designed to celebrate a particular date, such as an organization's anniversary or a national observance. Previously selected exhibitors may apply again, although only one application from an exhibitor will be considered at a time.

Each display will remain in place for a mutually agreed upon time- generally for a period of two months. No display will remain in place indefinitely.

The exhibitor must sign an agreement to comply in good faith with the following conditions:

- Understand that the space is provided as is and modifications will not be made without prior approval by the Branch Librarian or Library Director. An exhibitor may be asked to assume the cost if a modification is needed.
- Assume responsibility for repairing any damage to the display space.
- Assume the risk of loss or damage to materials exhibited, as no insurance policy is provided.
- Assume responsibility for installing and labeling the exhibit on the agreed upon date.
- Understand that storage space will not be provided.
- Identify the exhibitor by name within the display and provide descriptions of artwork displayed. Descriptions may be subject to approval by the Branch Librarian or Library Director.
- Remove the exhibit promptly on the agreed upon date. The display period is typically two months, coinciding as closely as possible with the beginning and ending of the month.
- Give the library the right to remove exhibit materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- Refrain from commercial advertisement. Prices of items for sale may not be posted.
- A notice is to be posted with each exhibit stating that: The material within this exhibit is the presentation of the individual or organization named in the display. The library does not advocate or endorse the viewpoints of exhibits and exhibitors.

Receptions for an exhibit are optional and should be cleared by the Library Director. All receptions will be subject to library policies.

Adopted 4/93, Revised 11/97, Revised 5/05, Reviewed 8/08, Revised 6/12, Reviewed 3/17, Revised 2/24