

Shedd-Porter Memorial Library
Exhibits and Display Policy
Approved by the Library Board of Trustees
July 2019

Exhibit and display space in the Shedd-Porter Memorial Library is primarily reserved for the purposes of highlighting Library collections, services, and events.

As scheduling and space permits, the Library makes available space for groups, organizations, or individuals to exhibit in the library. Space is provided for educational, cultural, civic, or recreational exhibits.

Exhibits are not accepted for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising by an outside agency. Religious proselytizing and partisan political recruitment are similarly prohibited.

The Library Trustees shall consider requests and grant permission to set up exhibits and displays. Applications can be obtained from the Library Director who will submit the application to the Trustees. All exhibits and displays will be considered in terms of the Library's mission to provide educational and cultural enrichment. The Library Trustees reserve the right to refuse any exhibit or display proposal.

The Library reserves the right to determine the schedule of exhibits/displays, including the length and location of exhibits/displays. The Library further reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit/display for violation of this policy.

Installation

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. Any specialized hangers must be brought by the artist. All exhibits/displays must be set up and removed with as little interference as possible to the daily operations of the Library. The Library will not provide storage for the property of organizations or individuals displaying in the Library.

Exhibitors must also assume the risk of damage to the exhibit and agree to hold the library harmless from loss by damage or theft to works on display, or removed by the library if not removed as scheduled by the exhibitor. The Library does not insure exhibits.

The Library Director will provide a form to all selected Exhibitors, which must be signed in advance, acknowledging their agreement to conform to this policy.