

DATE: July 24, 2007  
Revised: August 28, 2007

## **EXHIBIT AND DISPLAY POLICY**

### **DISPLAY CASES**

The Cumberland Public Library provides space for displays and exhibits of items from the library's own collections, as well as exhibits and displays sponsored by other community agencies or individuals. There are two display cases in the Front Lobby by the Circulation Desk, and one in the Children's Room.

1. The Library's Adult Display Cases are available for special collections from local residents or community organizations.
2. Exhibits are displayed for one month, and must be scheduled in advance by phoning the Adult Services Librarian at 401-333-2552, extension 2.
3. Display cases may be booked several months to a year in advance, so it is recommended that the library be contacted early to discuss possible bookings.
4. The Library reserves the right to decide the appropriateness of exhibit material to the public library setting.
5. The Children's Display Case is for children's collections only. Exhibits are displayed in this case on a rotating basis for two weeks at a time.

### **FREESTANDING DISPLAYS**

Occasionally, the Board of Trustees will approve requests from community groups or individuals to place a freestanding display in the library Lobby.

1. Requests for freestanding displays in the library Lobby must be submitted in writing to the Board of Trustees at least one week before their regular monthly meeting, in order to be placed on the meeting agenda. Such requests should include the following information:
  - a. Name, address and phone number of requestor.
  - b. Nature and purpose of the display.
  - c. Size and composition of the materials to be displayed.
  - d. Dates during which the display should remain in the Lobby.

2. To avoid any traffic or emergency egress obstructions, the display must be containable in a compact area away from foot traffic, in an assigned area designated by the Board of Trustees.
3. Length of display time will be limited to no more than one month.
4. No more than one display will be permitted at any one time.
5. The individual or organization requesting the display must agree to place the display no earlier than the date requested; and must remove the display on the final date approved by the Trustees. No materials can/will be stored at the Library beyond the date approved in the original request.
6. Library displays will take priority over all other requests.

### **POSTING OF NOTICES**

Space permitting, the Cumberland Public Library will post notices for local and area non-profit organizations on its bulletin boards inside the front vestibule.

1. Since requests for postings are frequent and numerous, the library requires that acceptable notices for the public bulletin board not exceed 8½" x 11" in size.
2. Notices from individuals and from business organizations will not be accepted for posting at the library.
3. All postings should be delivered to the Library's Administrative Assistant who will post them as space permits, depending on the number of requests on file at any one time.
4. The Library reserves the right to remove postings as necessary, in order to make space for new postings requested by the library, the town, or other non-profit community organizations.
5. With limited space available, postings on library programs, resources, and other notices will take priority over all other requests for postings.
6. In addition, agendas for meetings of the Town Council and other town departments, boards, agencies and commissions will receive priority over postings from local non-profit organizations.

### **BROCHURE RACK**

The library maintains a literature rack in the front vestibule for the distribution of free brochures and flyers from local and area non-profit organizations.

1. The brochure rack contains two different sized slots: 1) one holds 8½" x 11" sheets and 2) a standard tri-fold brochure (8.5" x 3.67"). Therefore, requests to display literature which does not meet those specific dimensions cannot be accommodated.
2. Literature from businesses and individuals cannot be accepted.
3. Requests to place items in the brochure rack should be submitted to the Library's Administrative Assistant, who alone has authority to place the materials in the literature rack.
4. No items may be left in the rack without permission. Any items left in the literature rack or elsewhere in the vestibule or the lobby without going through the proper procedure and receiving library permission will be summarily discarded.
5. The library reserves the right to remove brochures and flyers from time to time due to timeliness and / or limited space.

### HANGING ART GALLERY

The Cumberland Public Library has available in the Hayden Meeting Center gallery wall space for hanging art exhibits.

1. Local artists must submit a request to the Library Director or Assistant Director to display their hanging artwork in the Hayden Center.
2. Prior to receiving approval for an art exhibit, the artists must make an appointment to meet with the Library Director or Assistant Director to review their portfolio or photos of the proposed display items. The library reserves the right to decide the appropriateness of the exhibit material to the public library setting.
3. Exhibits will be limited to one month, with definitive dates established in advance.
4. The individual requesting the display must agree to place the display no earlier than the date requested; and must remove the display no later than the final date approved. No materials can/will be stored at the Library beyond the dates approved in the original request, unless special arrangements have been made in advance with the Library Director or Assistant Director. All such requests must be agreed upon in writing.
5. All artwork must be framed, in order to take advantage of the hanging art system.
6. **No tape or other adhesives** will be allowed to be affixed on the walls, moldings, furnishings or display cases. Similarly, the use of **nails, tacks, or staples will not be permitted.**

7. **Corner pads should be used on the back of art works to protect the walls from marks or other damage.**
8. Exhibitors are responsible for bringing all necessary supplies, such as picture wire, corner pads for art, or other supplies. Exhibitors are responsible for removing all packing materials, once the exhibit is hung. The library cannot provide temporary storage space for storage boxes and/or other packing materials.
9. The Library will, however, provide the use of ladders and hooks necessary for the Gallery System Art Displays hanging art system in use at the Cumberland Public Library.
10. Unless specified, art will be hung **only** in the public gallery areas.
11. Any damage to the library walls will be assessed to the exhibitor.
12. Insurance covering the value of the exhibit will be the responsibility of the displaying artist. Prior to receiving approval for the exhibit, the artist will be required to complete an "Exhibit Agreement and Release Form" and sign a disclaimer releasing the library from all responsibility for loss or damage to the items in their exhibit.
13. An inventory of artwork contained in the display will be submitted to the Library Director or Assistant Director when the exhibit is set up, and should be checked again upon dismantling of the exhibit.
14. If materials are for sale, the exhibitor may leave a **price list** or **business cards** for people who express an interest in the art. **Under absolutely no circumstances** may individual price cards be affixed to the wall adjacent to the artwork. **Note: The Library does not and will not enter into sales negotiations or transactions or take a percentage of any sales that may result from the exhibit.**

### **GENERAL GUIDELINES**

The following guidelines govern all exhibits and displays at the Cumberland Public Library, including art gallery exhibitions.

1. Exhibits should:
  - a. Contribute positively to the Library's environment.
  - b. Enrich the life of the Cumberland community.
  - c. Create a means of strengthening partnerships between the Library and the wider community.
  - d. Highlight, whenever possible, the collections, resources and services of the Library.

2. Requests for exhibit space will generally be considered in the order in which they are received, with possible exceptions being made for vital timeliness of a particular display or exhibit.
3. The Library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which any one individual, artist, or organization may place a display in the Library.
4. Exhibits of a pornographic, polemic or discriminatory nature will be refused. If elements of a display are judged inappropriate by the Board of Trustees or the Library Director, the sponsoring individual or organization will be required to remove those elements immediately.
5. Except for postings, the dates of any display or exhibit will be agreed, arranged and established in advance with the exhibitor.
6. All displays and exhibits must include a credit line, i.e. a sign stating the sponsorship of the display or exhibit.
7. Installation and removal of exhibits:
  - a. Transporting, unloading, hanging and/or setting up exhibits, as well as the later dismantling of same, are the responsibility of the exhibitor, with and under the supervision of the library staff.
  - b. If the exhibitor requires assistance in this effort, it is his/her responsibility to bring someone to assist him/her.
  - c. Both installation and dismantling must conform to the exhibit dates approved in advance.
8. The library does not have space, nor will it accept responsibility, for storage of the property of exhibitors in the Library building. Therefore, exhibitors are required to deliver and pick up their materials according to the dates established in advance. A penalty of \$1.00 per item per day will be assessed for materials not picked up by the pre-approved designated time.
9. Insurance coverage for the value of the exhibited items is the responsibility of the exhibitor. Prior to approval of any exhibit, the library will require the exhibitor to sign a disclaimer releasing the library from any and all responsibility and liability for loss or damage to the items in the exhibit. The Library assumes no responsibility for the safety of any items placed on exhibit. Exhibitors must sign the "Exhibit Agreement and Release Form".
10. An inventory of pieces not in secured cases will be submitted to the Library Director or Assistant Director when the exhibit is set up, and should be checked again upon dismantling of the exhibit.

11. Though the library may be providing space for a display or exhibit, this does not indicate an endorsement by the library or its administration of the particular display, nor of any statement or position promoted by the exhibit or display.
12. Responsibility for any damage to Library property caused by the installation, display, or dismantling and removal of an exhibit will rest with the sponsoring individual or organization.

Approved Library Board of Trustees

July 24, 2007

Revised and approved by the Board of Trustees on August 28, 2007

# Cumberland Public Library

## Exhibit Agreement and Release Form

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Number of Items \_\_\_\_\_

General Description of Items \_\_\_\_\_

\_\_\_\_\_

Installation Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Removal Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Designated Exhibit Area \_\_\_\_\_

The artworks or other items displayed by me and/or my organization at the Cumberland Public Library are deposited with the full understanding that the Library cannot be held responsible for any damage, loss or theft that may occur during the installation, the duration of time the exhibit is in the Library, or during removal of the exhibit.

I understand that the Library cannot guarantee against theft or damage to my property during library hours, nor can it guarantee that the building will not be unlawfully entered when it is closed.

Therefore, I agree to assume all responsibility for my artworks or other items while on display at the Library.

I further acknowledge that I have received a copy of the regulations governing the use of exhibit and display space at the Cumberland Public Library, and declare that I have read the regulations and agree to fully abide by and comply with them.

**Signature of Exhibitor** \_\_\_\_\_ **Date** \_\_\_\_\_