

# *Bentley Memorial Library*

*Bolton, Connecticut*

## **Library Exhibit Policy**

### **1. Purpose**

We believe the library serves an important cultural role in the community as a showcase for the works of artists and craftspeople, as well as individual collections of general interest to the public. In keeping with the library's role as an educational force, library display areas may also be used for educational and informational exhibits which may be sponsored by schools, town departments, agencies and civic organizations.

### **2. The Space**

The library has a display case and a display wall:

- A large glass-fronted display case in the lobby area measures 9.5 feet wide by 4.5 feet tall by 22 inches deep. It has six adjustable glass shelves that are each 56 inches wide and 10 inches deep. The shelves can be configured in various ways or removed entirely for display purposes. The case has a lock.
- The display wall is in the main room, behind the Reference and Technology desk, and measures approximately 9 feet wide by 6 feet high.

### **3. Who May Exhibit**

Applications for a display may be submitted by individuals, groups, nonprofit organizations and schools. Solo, group, or theme-based shows will be considered, with one person from a group designated as the contact person.

Applications to exhibit will be reviewed by the Library Director or appointed designee(s) on the basis of suitability for a family setting.

In presenting displays, the library does not imply endorsement of the opinions or viewpoints of the artist or exhibitor.

### **4. Application Review Schedule**

The library reviews applications as they are received on a first-come, first-served basis. Applicants must include a brief description of the work to be exhibited and a telephone number or e-mail address of the contact person.

### **5. Period of Display**

Exhibits are scheduled for one to two months. The entire exhibit should remain on display throughout the agreed-upon period. Display set up and removal dates need to be coordinated with the library staff.

## **6. Liability**

Bentley Memorial Library and the Town of Bolton are not responsible for the safety and care of works on display. Because the display areas are not staffed or monitored, items are placed in the library at the owner's risk. Neither the library nor the town can assume liability for lost, stolen or damaged items. Owners are asked to check their own insurance policies as regards theft or damage.

## **7. Suitability**

Displays must be deemed suitable for display in a public library. Determination of suitability rests with the Library Director or designee(s). Works will not be accepted for display if they will be found offensive by viewers were they to be exhibited, including:

- Graphic depictions of sexuality or violence.
- Works that appear designed to ridicule deeply held beliefs or to disparage others for their race, gender, sexual identity, ethnicity, nationality, etc. Since works of art are generally open to interpretation, it may be difficult to determine whether a work belongs in this category. Nonetheless, the library may reject works it considers offensive for any reason.

Artists whose work is not accepted by the Director will be informed that they may appeal the decision to the Library Board of Trustees, to be reviewed at their next meeting. The Board's determination of the appeal is final.

Exhibit space should not be used to advertise a commercial enterprise. Artist contact information may be included on information materials. No price tags may be placed on art objects. Those interested in making purchases are asked to contact the artist.

## **8. Installation and Removal**

The exhibitor, or designated contact person in the case of group exhibits, is responsible for installing and removing the exhibit at the agreed-upon time during regular library hours. Exhibitors who fail to remove displays on or before the specified date may lose the opportunity to display in the future. Works left on display beyond the removal date will be taken down by staff. The library is not responsible for damage or loss caused by staff removing the exhibit. The library will not provide storage for the property of exhibitors. Only a library representative can transfer an exhibit reservation to another exhibitor.

## **9. Publicity**

It is the exhibitor's responsibility to publicize exhibits, although the library will mention the exhibit on its website and in its monthly newsletter.

## **10. Exhibit-Related Events**

Exhibitors wishing to hold an event in conjunction with their exhibits must make arrangements with the Library Director.

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## **Display Agreement Form**

I, \_\_\_\_\_ understand and agree that Bentley Memorial Library and the Town of Bolton are allowing me to display works of art or my personal collections at Bentley Memorial Library on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Place of Exhibit:    \_\_\_ Large display case in lobby  
                          \_\_\_ Wall space behind Reference and Technology Desk  
                          \_\_\_ Other (Describe) \_\_\_\_\_

Description of Exhibit: \_\_\_\_\_

I have read Bentley Memorial Library's Exhibit Policy, I agree to its terms, and I understand that neither Bentley Memorial Library nor the Town of Bolton assume any responsibility or obligation for any loss or damage to any item or items so displayed. Any exhibit materials are not and will not be covered under any Town of Bolton or Bentley Memorial Library insurance policy. I am responsible for insurance coverage for the items being displayed, and the burden is on me to do so at my own cost.

I further understand that I am responsible for installing and removing all pieces in the exhibit at a time and date agreed upon with Bentley Memorial Library staff, and that items may not be removed from the exhibit without staff permission before the date listed herein.

\_\_\_\_\_  
Exhibitor's Signature

\_\_\_\_\_  
Date

(Print) Exhibitor's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

\_\_\_\_\_  
Library Staff Signature

\_\_\_\_\_  
Date