



L.E. Phillips Memorial
Public Library

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Policy Title: EXHIBITS, DISPLAYS, BULLETIN BOARDS AND PAMPHLET RACKS
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The Library Board of Trustees subscribes to the Library Bill of Rights, Article VI states:

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Library uses exhibit and display space, bulletin boards and pamphlets to promote its goals of public education, collection building and cultural programming. Library-produced displays and materials present a range of points of view and do not advocate a single approach.

Library facilities are also available to the public for display and distribution of materials. These facilities may not be used for commercial purposes. Display of materials does not constitute endorsement of the views of the exhibitor by the Library. Space is available to the public on a first-come, first-served basis, and requests are subject to applicable procedures. The Library reserves the right to limit the duration of an exhibit and the frequency of the use of library space by an individual or group.

Exhibit or display requests must be directed to either the Programming and Communications Services Manager or Youth Services Manager, depending on the viewing location desired.

Requests for use of bulletin boards and pamphlet racks must be approved by the Reference Services Manager or Youth Services Manager.

The Programming and Communication Services Manager, or the Manager's designee, may request that a display be altered or removed under certain limited circumstances, such as if the exhibit is too large for the space or adequate security cannot be provided. Alteration or removal of an exhibit which displays material not protected by the First Amendment may also be required.

Art Exhibits

Art exhibits in the second floor gallery and stairwell or first floor art area are arranged by the Library Art Committee. The committee reviews artists' work and selects artists for exhibit

based on artistic merit. Art work is also chosen by outside jurors. Priority is given to regional artists.

A decision of the Art Committee may be appealed to the Library Director, whose determination is appealable to the Library Board. The standards and criteria provided in this policy shall be applied in deciding any such appeal.

Exhibitors must adhere to the "Guidelines for Installation" and agree to the "Artist Exhibition Agreement" which will include the following statements with regards to insuring exhibited works. Both documents will be provided to exhibitor by L.E. Phillips Memorial Public Library (LEPMPL) during the planning stages of the exhibit.

LEPMPL will cover loss or damage to artwork being displayed (unless caused by faulty materials or workmanship) while in our possession up to \$1,000 per piece with a maximum of \$10,000 per exhibit regardless of the number of exhibitors. The artist assumes responsibility of additional insurance coverage if an individual piece of artwork is valued higher than \$1,000.

Should loss or damage occur, LEPMPL will pay the artist a determined value for affected artwork. Various factors will be considered by administrative staff of LEPMPL in order to determine the value of loss or damage. In case of loss or damage, the artist will be required to furnish appraisals or proof of previous sales of similar works to document the value placed on the exhibit.

LEPMPL will insure art in the exhibit beginning with the installation date and continuing through the removal date. Transport, delivery, or pick-up of art is not covered by the Library. Work left beyond the pick-up date is no longer insured unless prior arrangements are made. LEPMPL reserves the right to make exceptions to the Art Show Guidelines at any time.