

Displays and Exhibits Policy

Revised December 4, 2012

This policy covers art displays and the exhibit case.

The Wethersfield Public Library welcomes the opportunity to allow community groups, organizations, or individuals to use the Library display case or art exhibit area for exhibits of an artistic, cultural, educational, civic, or recreational nature which will be of interest to Library users. Preference is given to exhibits that are timely and of general interest.

The purpose of the Library exhibit program is twofold: to support creative expression and to aid the Library in fulfilling its mission of providing educational and cultural enrichment for the community.

Preference is given to area residents. Groups are invited to display provided that they elect one person to represent them and to coordinate their exhibit with the Library.

Selection

The Library Board recognizes that the Library is used by people of all ages. The final decision as to the suitability of a display will be made by the Library Director. The Library reserves the right to decline any exhibit in accordance with the Library's best interests. Exhibits for commercial purposes are not allowed.

Artists or collectors interested in exhibiting their work or collections shall be asked to provide photographs or examples of representative work before an exhibit is scheduled. All wall art items must be ready for hanging on hooks. The Library Director may reject any exhibit or display that does not fit with the mission of the library or that is not neatly and attractively presented.

Acceptance of an exhibit by the Library does not constitute an endorsement by the Library or the Town of the group's or individual's policies.

Displays that focus on a public issue (including elections and political issues) must include information about major aspects of differing points of view.

Because display space is limited, as a general rule the Library is unable to accept donations of art for permanent display in the Library.

Application and scheduling

Groups or individuals desiring to schedule an art exhibit or to book the display case should submit an application to the Library at least two months in advance. Applicants will be considered on a first come, first served basis.

The Exhibit Coordinator will schedule and coordinate displays and maintain a waiting list. As a general rule the same group or individual may display items once a year.

Exhibits are booked no more than one year in advance. Exhibits normally are scheduled on a one-month basis, depending upon the calendar and the mutual convenience of the Library and the exhibitor.

It is the responsibility of the exhibitor to set up and remove the exhibit. The exhibit will be set up by the exhibitor during library hours at a time agreed upon with the Exhibit Coordinator. The exhibitor is responsible for ensuring that items to be displayed on walls are prepared for hanging. The library will provide hooks for hanging the exhibit.

Exhibits must be removed from display as scheduled by the Exhibit Coordinator or they will be removed and stored by staff for thirty days. After thirty days, they will be disposed of in accordance with local law. The Library is unable to provide storage for the property of organizations or individuals displaying in the Library.

Publicity and receptions

The Exhibit Coordinator will submit publicity to local papers regarding exhibits.

Those wishing to have a reception for their exhibit may book a meeting room in accordance with the established meeting room policy. Receptions shall be held during regular library hours. The responsibility for publicizing a reception rests with the exhibitor.

Sales

The Library is not in any way involved in the sale of any exhibit item. The Library will display a list of titles of items in an exhibit together with the exhibitor's address and/or telephone number if such information is provided by the exhibitor. Items displayed may not include price tags or other information regarding the purchase of items on the items; however, a price list may be displayed.

If any sales result from the exhibit, the artist agrees to donate 10% of the sales to the Library.

Responsibility and liability

All exhibitors are required to sign an Exhibit Agreement, listing the contents of their exhibit and acknowledging receipt of a copy of the exhibit policy.

The library will take reasonable care to ensure the safety and security of items displayed; however, the library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft or damage. Exhibitors should recognize that the Library is a public building used by a large number of people. Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the Library from responsibility for loss, damage, or destruction.

Complaints

Complaints about exhibits or the exhibit policy should be given to the Library Director. A copy of this policy shall be given to each exhibitor.

Approved by the Library Board November 26, 2002

Reaffirmed May 23, 2006

Revised March 23, 2010

Revised December 4, 2012