



GRANVILLE  
P U B L I C  
L I B R A R Y

### **Exhibit Policy**

Board approved: 4/2012; 3/2022

#### **Introduction**

The Granville Public Library encourages exhibits to enhance the community's awareness and appreciation of the arts and culture. The presence of exhibits in the library also creates a more attractive and thought-provoking environment for staff and patrons. The library has created this policy to provide guidance in the selection of exhibits, to inform the public about the criteria used for selection, and to describe the rights and responsibilities of the exhibitors and the library as they relate to exhibits in the building.

#### **Areas Available for Exhibits**

Exhibit areas include a glass display case just inside the main entrance that can accommodate collections of smaller items, and there is limited wall space in designated areas in the library that is suitable for framed works of visual art that are consistent with the mission of the library. Only areas with the appropriate equipment in place may be used for exhibits.

#### **Review Process**

- Interested party fills out an Exhibit Request & Agreement form, providing a desired time period for the exhibit to be displayed, contact information for the person requesting the exhibit space, and a brief description of the works to be included in the exhibit. A signature from the interested party on the form assumes compliance with this policy. The exhibitor must sign and agree to all terms of the library's Exhibit Policy.
- Library Director reviews the request and replies to confirm, deny, or alter the exhibit and, if applicable, to make arrangements for the exhibit's display. Photos or examples of the proposed works may be requested by the Director to aid in the decision. The Director may also consult with members of the library's Internal/Operations Committee for guidance in the selection of exhibits, which may accept, amend, or reverse the decision of the Director.
- Should the interested party disagree with the decision of the Director and/or Committee, said party may make a written appeal to the full Board of Trustees, and a formal review of the proposed exhibit may take place.

## Criteria for Selection

- Consistency with library mission and strategic goals: Works in an exhibit should further, and be consistent with, the library's mission and strategic goals as defined by its administration and Board of Trustees.
- Appropriateness for display area: Exhibits must fit attractively in the areas that are available for displays and not pose unnecessary safety risks to staff and/or patrons. Items must also be presentable without causing any damage to the building.
- Timeliness & potential interest: Exhibits should consist of works that are relevant and of interest to visitors of the library and should generally be consistent with the library's interior and other offerings in the realms of subject matter, quality, and aesthetics.
- Frequency of use and fair access: To encourage fair utilization of the display areas, repeat requests for exhibits (depending upon demand) may be denied, the duration of the display shortened, or rescheduled to allow for more equal access to the spaces and the audience.

## Conditions of Exhibits

- Depending upon demand and space required, exhibits should be on display no longer than three months and no shorter than one month. The Library Director reserves the right to extend or shorten any display period in coordination with the exhibitor.
- All set-up and take-down of the exhibits must be done by the exhibitor(s) at the agreed-upon dates and times established by the original request. Failure to install or remove items in a timely manner may affect the acceptance of future requests. Items left at the library for more than six months after the display period (without notice given to library staff) may be disposed of by the library.
- All works must be "display ready", which means that all equipment necessary to display and protect the items must be in place at the time of set-up. This equipment should be provided by the exhibitor at no cost or expense to the library.
- Exhibit items must be displayed in a safe and secure manner by the exhibitor.
- The library is not responsible for the security of the exhibits.
- Library staff will not perform any tasks related to the maintenance of exhibit items. In general, exhibit items should not require maintenance for the duration of the exhibit period.
- Any damages to library property as the result of an exhibit are the sole responsibility of the exhibitor. The full cost of work done to repair damages resulting from an exhibit will be billed to the exhibitor.
- Prior to displaying, all exhibitors must sign the library's Exhibit Request & Agreement form, releasing the library from any responsibility for the loss or damage of exhibit items displayed at the library.
- No prices shall be affixed to displayed items.
- Library approved labels next to the display items may communicate the title of the works, names of the artists, and relevant contact information.
- Exhibitors may produce and display library approved brochures or other informational materials related to the works or their creators to enhance the exhibits.
- Any sales of displayed items must be coordinated by the exhibitor. The library will not directly handle payments or requests for sales.
- Library use of exhibit spaces takes precedence over any other use. Exhibitors may, at any time, be asked to reschedule displays or remove items to accommodate the library's needs.

- The library may advertise or announce exhibits.
- The Library Board of Trustees reserves the right to amend this policy at any time.