



The Colony Public Library Exhibit and Display Policy

Adopted by The Colony Public Library Board 11/18

I. Purpose

The Colony Public Library is dedicated to improving its patrons' quality of life by facilitating their search for informational, educational, and recreational resources and materials. As part of its quality of life services, the Library offers space for exhibits and displays for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items for civic, cultural, educational, and recreational purposes. All exhibits are free and open to the public.

Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the selection criteria. Local and regional residents and organizations are invited to apply. Preference is given to local applicants.

Library use of the exhibition areas takes precedence over any other use and the Library reserves the right, without notice, to cancel or postpone an exhibition if the Director determines that the space is needed for Library purposes.

The Library's exhibit areas are not intended for any of the following uses:

- A. To support or oppose a candidate for political office
- B. For commercial use or as a sales gallery
- C. To display any items of a pornographic or obscene nature or that contain defamatory statements or speech that is both intended and likely to incite immediate lawless action, all as defined by applicable state and federal law.

Artworks exhibited in the Library do not necessarily reflect Library endorsement of ideas, beliefs, issues, or events represented in those works.

The Library recognizes that some library users may object to the contents of an exhibit. The procedures listed in the Library's Collection Development Policy under Section VI. Request for Withdrawal or Addition of Material apply to requests for reconsideration of the decision to exclude or include an item in an exhibit.

II. Display Areas

- A. The Library's Study Center has a hook and rail picture hanging system to display art. Aluminum hooks/clips are provided, which have weight bearing capacity of 25 lbs. each.

- B. The display case located inside the Library's main entrance is suitable for small display items and special collections. It has a depth of 30" and a width of 43".
- C. When deemed appropriate, the Library Director may designate other areas for the display of exhibit items.
- D. Display areas are generally kept open at all times during regularly scheduled Library hours.

III. Application

- A. Application for exhibit space must be made in writing to the Library Director and will be accepted up to a year in advance of the desired exhibit date.
 - 1. Exhibits are scheduled for a one-month period.
 - 2. Extension of exhibits beyond the one-month period is subject to the Director's approval.
- B. The application process starts with the submission of the Exhibition and Display Application form, along with the required Indemnity and Hold Harmless Agreement form, both of which are available at the Library and via the Library's website.
- C. The applicant must submit with the application:
 - 1. An itemized list of the works to be displayed
 - 2. Visual representation of the actual works (slides, photographs, color copies, prints, or digital format)
 - 3. Background information on the items in the exhibit that would be useful in developing promotional materials for the exhibit.
- D. Applicants should be mindful that all segments of the community and all age groups have access to the display areas. It is recommended that exhibitors not include items of high value or extreme delicacy. The Library reserves the right to reject any exhibit in full or in part.
- E. Applications will be processed on a first-come, first-served basis.
- F. The Library Director has authority for approving the use of Library exhibit space.

IV. Application Review

- A. A committee appointed by the Library Director will review the application and accompanying materials and will forward its recommendations to the Director.
- B. Potential committee members may be members of Library staff, Library Board, TCPL's Teen Advisory Panel, and/or TCPL's Local History Committee.

- C. The review committee will seek to satisfy the following objectives:
 - 1. To highlight the artistic talents of local artists and artistic organizations through increased public exposure of their works
 - 2. To provide library patrons and the general public with enjoyable and enriching cultural experiences.
 - 3. Exhibits should reflect the Library's role as an educational and cultural institution presenting a balanced program of exhibits in all suitable media. Artwork which may reasonably be construed by the review committee as creating a hostile, offensive, or disruptive environment will not be accepted.
- D. Criteria for exhibits follow the standards set in the Library's Collection Development Policy; the committee will consider:
 - 1. Artistic merit
 - 2. Degree of general public interest in the subject matter and/or medium/media of an exhibit
 - 3. Importance of the exhibit as a record or reflection of the times or of the community
 - 4. Degree to which the exhibit will be responsive to and consistent with the Library's Mission Statement and policies.
- E. Within one month of the receipt of the application and accompanying materials, the Library Director will notify the applicant of the Library's decisions regarding the proposed exhibit.
- F. When notification of acceptance to exhibit has been received, it is the responsibility of the exhibitor to contact the Library Director as quickly as possible to confirm the exhibit dates and other deadlines.

V. Insurance

- A. The Library is not responsible for the theft or damage to items on exhibit, nor does it provide insurance to protect them. Insurance is the sole responsibility of the exhibitor.
- B. All items placed in the Library are placed there at the owner's risk. Please see the Indemnity and Hold Harmless Agreement for additional information. The Agreement releases the Library from responsibility for any items in the exhibit; it must be signed by the exhibitor or exhibiting organization's representative and submitted to the Library with the application.

VI. Display Guidelines

- A. The Library reserves the right to determine how all exhibits are arranged, as well as change, reschedule, or cancel exhibits.
- B. Works of art of diverse media may be accepted for display. All framed works must be ready to hang with wire. Work clipped between two pieces of glass will not be accepted. Canvas works, if not framed, must be finished on edges; paint must be dry. Unframed works on paper are acceptable.
- C. Exhibitors are encouraged to post a statement about their works.
 1. The exhibitor may supply and display information to describe the exhibit and individual works, including:
 - a) Title
 - b) Medium
 - c) Dates
 - d) Ownership
 - e) The artist's biographical information and artistic statements.
 2. Copies of descriptive materials may be supplied to the Library so that staff can provide information to members of the public who inquire about current exhibits and displays.

VII. Installation and Dismantling of Exhibits

- A. Exhibition installation and removal must be scheduled with the Library Director.
- B. Responsibility for setting up and dismantling exhibits lies with the exhibitor, who will supply all tools and other materials needed to install and dismantle the exhibit. Exhibits which are not removed by the end of the display period may be removed by library staff, and neither the Library nor its representatives accept any liability for any damage which may occur.
- C. For each work, the exhibitor is to provide a display card or title label indicating the name of the work, artist's name, medium, and contact information.
- D. No label, sign, artwork, or other material is to be attached to any walls without both the item and the means of adhesion being approved first by the Library Director. All materials for hanging (putty, wire, measuring tape, etc.) are to be supplied by the artist.

- E. Upon dismantling the exhibit, the exhibitor is responsible for basic cleanup to return the exhibit or display space to order. The exhibitor must notify library staff when the dismantling and cleanup is completed; the exhibitor is required to remain onsite until staff has assessed the condition of the display space.
- F. Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the exhibitor or organization. The using individual or organization and its members, jointly and severally, shall assume and bear responsibility for loss of, or injury or damage to, any property of The Colony Public Library and/or the City of The Colony that may be caused or inflicted by the exhibitor or organization.

VIII. Sales

- A. Prices may not be displayed on items exhibited, nor may “for sale” signs be posted; however, exhibitors may post their name, business or organization, and contact information for private sales.
- B. If a work is sold during the exhibit, the work remains on display until the exhibit ends and the exhibitor is encouraged to make a donation to the Friends of The Colony Public Library.

IX. Publicity

- A. Any publicity, signage, or written material accompanying an exhibit must be approved by the Library Director. The Library may accompany exhibits with brochures, bookmarks, or other items related to the exhibit’s theme.
- B. Permission to photograph and/or reproduce any work accepted in the exhibition for publicity purposes (such as by the Library, local news media, online community bulletin boards, etc.) is considered granted unless otherwise stated in writing to the Library Director.
- C. The Library will send press releases to local media to advertise the exhibit.