

Exhibit Policy

Leominster Public Library

Rationale:

This policy is to inform artists and groups wishing to show their work(s) at the Leominster Public Library of the rules and regulations regarding exhibits.

Exhibits Policy Statement:

The Leominster Public Library welcomes the community to use the various display and exhibit areas in the building with preference given to Leominster residents and Leominster based organizations. Space is provided for displays of an educational, cultural, intellectual, charitable or recreational nature for exhibiting works of area artists and craftspeople. This space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. These display areas may also be used for materials from the library's collection or to publicize library services or activities.

Exhibit Policy:

The Leominster Public Library welcomes artists and groups to use available Library exhibit space to show their work. Permission given to a group to use the Leominster Public Library facilities does not in any way constitute or imply endorsement of its beliefs, policies or programs by any library official, the Board of Trustees, or the City of Leominster. The Leominster Public Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The Library has the right to review the materials in advance. The Library's decision on what will be displayed in its exhibit spaces shall be final. The Exhibitor assumes responsibility for the set up and breaking down of all works.

Guidelines:

- All materials are displayed at the exhibitor's own risk.
- The exhibitor is responsible for installing and labeling the exhibit on the agreed upon date.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Once the exhibit is installed, changes may only be made with prior library approval.
- The exhibitor must be identified by name within the display.
- Groups using display spaces may not charge an admission fee, request donations or display prices on their work. A pricelist may be posted in the binder provided.
- All items shall remain on display until items are scheduled to be removed.
- The exhibit areas are open to the public only during the open hours of the library, and when the exhibit area is not in use.
- Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or organization responsible.
- The exhibitor shall remove the exhibit promptly on the agreed upon date.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. The library is not responsible for any damages to exhibit materials as they are being removed. Exhibit materials may be disposed of if not claimed in 30 days.
- Artists may display their works once per calendar year.

Limitations:

Displays should be appropriate in scale, material, form and content for the library environment. The library discourages material containing images that include elements of a discriminatory nature, or sexually explicit/violent content. The library does not accept exhibits or displays of a purely commercial nature. Materials advocating a candidate or ballot proposition may not be exhibited. The library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large or otherwise inappropriate for the space provided, creates a maintenance problem, exceeds acceptable noise and light levels, or interferes with the public services or other activities in adjacent library areas. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with a library exhibit committee representative in advance of the installation date.

Disclaimer:

The library endeavors to present a broad spectrum of opinion and viewpoints. The library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. The library does not accept responsibility for ensuring that all points of view are represented in any single day.

Artworks must be original work of the applicant. Only artwork reviewed in the application may be exhibited. Any misrepresentation of artwork from the application may result in denial of exhibition. By submitting an application, artists grant the Library the right to use or publish images of their work in both print and online publicity.

Application Procedure:

1. Artist/Organization must fill out the Exhibit Application Form. A written proposal for an exhibition, accompanied by the completed application form, must be submitted to the Library Director for consideration. The proposal must state clearly the theme of the exhibit, its content, the design of the display including physical dimensions, and how the display can be placed specifically in the space available. Please visit the Library's website to print out an application or you may pick one up in person at the Information Desk on the 2nd floor.
2. Priority is determined on a first come, first served basis. The Committee will review applications on a rolling basis. Artists looking to exhibit during the Spring and Summer months (March – August) should submit an application no later than January 1st. Artists looking to exhibit during the Fall and Winter months (September – February) should submit an application no later than July 1st. Artists requiring flexibility around exhibit dates due to grant applications should contact the Library Director to request an exception.
3. The Exhibits Committee composed of library employees will review the application and the works to be displayed. Applications may take up to three weeks to be reviewed.
4. If an exhibit is selected, a member of the committee will contact the artist/organization with the display availability. The Committee will provide a list of hanging materials available and a list of further information and details. A staff member will be available during the set-up and break-down of the exhibit.

Approved by the Board of Trustees: 6/11/18