

3.09 DISPLAYS AND EXHIBITS

Library welcomes displays of general interest to the community. The Library Board encourages appropriate gallery exhibits with the goal of creating a historical, cultural and educational environment within the Niles-Maine District Library. Special consideration will be given to works of art produced by district artists.

The Library has three areas to be used for exhibits:

- A display case on the main floor for exhibits of different forms of art and collections or special exhibits.
- The Franklin Gallery on the third floor is intended for hanging flat materials.
- The display in the Underground is available for works produced by teens.

Displays and exhibits offered by public entities, not-for-profit organizations serving the Niles-Maine District Library community, and residents of the Library District may be permitted. The staff, as delegated by the Director, may arrange for displays and exhibits under these policies.

RULES

1. Application to use the display case or to exhibit art work must be made using the “Display Request Form” available from the Business Office and on the Library’s website. Acceptance of an exhibit will be determined by the Library Director or his/her designee.
2. Materials which may be displayed in the display case are limited to items of general interest such as arts and crafts, collections, historical material, hobby collections, and educational materials prepared by individuals or groups. Displays must be of general interest to the public and must be of a non-commercial nature.
3. The Franklin Gallery is designed as an exhibit space for displaying flat materials. Artists and art organizations, amateur to professional, are encouraged to apply to exhibit in the Library Gallery. Owners of artwork with local community interest, or historical significance are also encouraged to apply.
4. The Underground Gallery is intended for works of art produced by teens, ages 13-18.
5. Exhibits shall be permitted on a first come, first served basis, subject to the following criteria and compliance therewith by the Library Director, or his/her designee. Exhibits will be accepted based on the following criteria and will be given priority in use in the following order:
 - A. Library sponsored programs and materials.
 - B. Friends of the Library.
 - C. Community groups regularly scheduled to use Library meeting rooms.
 - D. Other Niles-Maine District Library non-profit organizations or individuals based on:
 - 1) Appropriateness to Library services and collections;
 - 2) General community interest;
 - 3) Timeliness of topic;
 - 4) Suitability to space available.

- E. Non-profit organizations or individuals located outside the Library District, but having a Library District resident as a sponsor, based on the criteria listed in number 4 above.

Generally, exhibits will be on display for no longer than one month.

The Library does not regulate the content of an exhibit but has the right to refuse any exhibit that it deems inappropriate in light of the Library's mission. In addition, an exhibit:

- 1) Shall not violate state or federal laws prohibiting obscenity, libel, defamation of character, invasion of private or dissemination of indecent material to minors.
 - 2) Cannot directly or indirectly solicit donations;
 - 3) Cannot contain audible presentations of any kind;
 - 4) Cannot contain nudity or sexually explicit materials;
 - 5) Cannot exhibit items being offered for sale;
 - 6) Cannot contain items that would reasonably be deemed to be a threat to public health or safety, including but not limited to open flames, flammable or combustible containers, hazardous chemicals and materials, fireworks, smoke machines or pyrotechnics of any type.
6. Display case exhibits are limited to one month. The Franklin Gallery and Teen Underground space is available up to six weeks, with definite dates established in advance.
7. Each display exhibitor will be encouraged to provide a brief informative article and photo, if desired, for use in Library publications and on the Library website.
8. Granting of permission to display materials does not imply Library endorsement of an exhibit's content, and the Library will not accept responsibility for the accuracy of statements made in an exhibit. The exhibitor will not issue publicity indicating Library sponsorship, and the Library reserves the right to post appropriate disclaimers to accompany the exhibit materials.
9. The exhibitor will be responsible for delivery and removal of the exhibits. The exhibitor must remove all packaging materials from the Library once the exhibit has been installed, and the exhibitor is responsible for bringing all necessary packaging materials for removal of the exhibit during de-installation. On delivery of the exhibits to the Library, the exhibitor will assume responsibility for the installation and arrangement of the exhibit with the typical display equipment provided by the Library and subject to the direction and approval of Library staff. If the exhibitor requests any display equipment which the Library does not have available, such equipment must be approved by the Library and shall be provided at the exhibitor's expense. The exhibitor is not allowed to alter walls or hanging spaces, to put holes in walls or to damage any structure in the Library while hanging artwork. The exhibitor may not, to better present his or her work, alter any part of the Library's structure. The Library has the right to display the exhibit as it deems appropriate and to modify any display as it deems necessary. Items shall not be placed in locations such that they create a hazard for visitors.
10. The Library assumes no responsibility for the safety of any items placed on exhibit and assumes no responsibility for loss, damage or destruction of items left for display. Items on display in the Library are provided the same security as the Library collection and equipment. The display case is locked, but irreplaceable items or items of great value should not be included in the display. Insurance covering the value of the exhibit will be the responsibility of the exhibitor. Prior to the display, the exhibitor/owner will complete a "Waiver and Release of Liability". The exhibitor acknowledges that no bailment is intended by this policy.

11. The Library reserves the right to remove any display or exhibit that the exhibitor has not removed by the agreed upon end date specified on the Display Request Form. The Library reserves the right to dispose of items not claimed 30 days after the specified end date of the exhibit.
12. Due to the high demand for the use of both the display case and exhibit spaces, groups and organizations are eligible to use the space only once per year, based on availability.
13. The exhibitor hereby grants to the Library the right to use the exhibitor's name, the exhibit/artwork's name, any photographs, pictures and recordings of the exhibit/artwork and exhibitor for publication and use as the Library deems appropriate.
14. The exhibitor gives the Library permission to allow the exhibitor's exhibit/artwork to be included in any motion picture, television production, photographs and/or still photo shoots taken within the Library. In addition, the exhibitor gives permission to the production company and/or photographer to exhibit all or any part of film or photographs throughout the world.
15. All displays and exhibit rules, regulations and policies, as well as any manner not specifically covered in this written policy, are subject to final interpretation review by the Library Director. The decision of the Library Director in all matters shall be final and binding on all exhibitors.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92;
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