



## **Exhibit and Display Policy**

### **Purpose**

In keeping with its mission to meet the educational and recreational needs of the community and its role as a community cultural center, the Kling Memorial Library makes library exhibit and display spaces available without charge to community groups, organizations, and individuals. The Library presents exhibits and displays with the purpose of providing educational and cultural enrichment and lifelong learning, promoting library resources, and reaching out to the community.

### **Policy**

#### Description of Exhibit and Display Spaces

- Locked glass case located in the center of the library is 59" long 54" wide 23" deep.
- Open display table located near the entrance of the library is 72" long and 29.5" wide.
- Free-standing exhibits may be displayed in areas of the library that do not interfere with library services or traffic patterns. These requests will be reviewed on a case-by-case basis by the Library Director.

#### Criteria for Content of Exhibits/Displays

1. Exhibits and displays must be of an educational, cultural, or civic nature. Exhibit/display space will be granted to qualified individuals or groups, with preference given to Grundy Center residents and organizations regardless of their beliefs or affiliations, provided the content of the exhibit/display is deemed by the Director to be acceptable to normative community standards for all ages. The Library reserves the right to refuse, rescind, or remove any material that does not meet these criteria or any other regulation that may be stated in this policy.
2. Exhibits and displays may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. No prices or price lists will appear with an exhibit of salable items, nor will library staff provide any item's value. Educational exhibits or displays on religious or political subjects are allowed, however proselytizing or recruitment are not allowed.

3. In presenting exhibits and displays, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

#### Selections and Scheduling of Exhibits/Displays

1. The Library Director shall have the authority to consider requests and to grant permission to set up exhibits and displays.
2. All exhibits/displays will be considered in terms of the Library's mission to provide educational and cultural enrichment. The following will also be considered when selecting and approving exhibits/displays.
  - Suitability of subject matter and physical presentation
  - Quality of the presentation
  - Local or regional interest
  - Space requirements
  - Timeliness
3. Applications for exhibits/displays will be considered on a first-come first-serve basis and limited to six weeks per calendar year per group, organization, or individual. The exhibit/display period is generally a two to four week period. The Library reserves the right to determine the schedule of exhibits/displays, including the length and location of the exhibit/display.
4. Use of exhibit/display spaces for Library purposes takes precedence over other uses. On the rare occasion that the Library finds it must use its space unexpectedly for its own purposes, even though a non-Library exhibit/display has been previously scheduled, the Library will make every effort to schedule an alternate time for the exhibit/display. Potential exhibitors assume the risk that the Library may need to preempt an exhibit/display for its own purposes.

#### Installation of Exhibits/Displays

1. The artist/collector is responsible for installing and removing exhibits/displays on the dates agreed upon by the Library and the exhibitor, and for all measures necessary for installation and removal of exhibits/displays. Groups are invited to display provided they select one person to represent them in arranging the exhibit. All publicity related to exhibits and displays shall be submitted to the Library to be distributed to the various media by the Library.
2. Each exhibit/display must contain an informative explanation to assist the general public in discerning the subject or purpose of the exhibit/display. This information may be provided by explanatory labels on individual items, in poster or sign form, or be contained within the exhibit/display itself. As part of the application process exhibitors will provide a contact phone number as part of the exhibit/display for members of the general public who may wish

more information. Exhibitors are also asked to write a brief description of the display to be used in library publicity.

3. All exhibits/displays must be set up and removed with as little interference as possible to the daily operations of the Library. If the Library must remove an exhibit/display because it is not removed as scheduled by the exhibitor, the Library is not responsible for any damages. The Library will not provide storage for the property of organizations or individuals displaying in the Library.
4. Exhibitors agree to be responsible for and to pay for any and all damages to Library property including exhibit/display spaces, walls, floors, grounds, furniture and fixtures resulting from the installation or removal of an exhibit/display.

#### Application Procedure

- Applications may be submitted up to one year in advance and no less than one month in advance.
- Applicant's should familiarize themselves with the Library's exhibit/display spaces including cases and tables.
- Applicants must fill out and sign an application form, which includes a description of the exhibit/display, a waiver of liability, and a statement that they have read and will abide by this Kling Memorial Library Exhibit and Display Policy.

Adopted October 20, 2016

Reviewed April 8, 2021

# Exhibit & Display Policy Application & Waiver

Kling Memorial Library

Name of Lender (i.e. Artist, Institution, or Organization):

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Representative overseeing installation on site (if not the same as above):

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Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Exhibit Start Date: \_\_\_\_\_ Exhibit End Date: \_\_\_\_\_

Type of Art or Collection and Title:

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Number of Works on Display: \_\_\_\_\_\*

\*Please write below or attach a list of all artwork or objects to be displayed  
(Artist's Property)