

## **Gold Coast Public Library Display and Exhibit Policy**

In keeping with its mission to meet the educational, cultural and recreational needs of the community, the Library will make exhibit and display space available without charge to community groups, organizations, and individuals.

Exhibits and displays must be of an educational, cultural or civic nature. Subject to the conditions and application process set forth herein, exhibit/display space will be granted to qualified individuals or groups, with preference given to area residents and organizations, regardless of their beliefs or affiliations, provided that the Library may deny an application as permitted by law.

Exhibits and displays may not be for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits or displays on these subjects are allowed.

Application for use of space will be considered on a first come, first served basis and limited to no more than four weeks per calendar year per individual, group or organization. The Library reserves the right to determine the schedule of exhibits and displays, including length and location. All applications must submit a completed and signed Exhibitor's Agreement and Release.

All works and components included in an exhibit must be approved by the Library Director or a representative of the Director. Only works and components so approved may be included in the exhibit.

The installation of all exhibits, displays and art work must be performed by the artist/exhibitor at a prearranged time and in the designated area of the Library. Removal of the exhibit, display or art work shall be the responsibility of the artist/exhibitor. Transportation of the art exhibit / display is the responsibility of the artist / exhibitor.

All items to be hung must be matted, mounted or framed and wired for hanging. Nothing may be affixed directly to walls or other surfaces. Explanatory material may be made available for public viewing.

The Library will not act as intermediary in the sale of art work, but will provide the artist's contact information upon request, if such information has been provided by the artist.

The Library will maintain an exhibit floater on its regular insurance policy to cover all exhibits/ displays which are in the building at any one time. Additional coverage may be requested if proper documentation is provided. The Library, in its sole discretion, will determine if such

additional coverage will be obtained, particularly if it will result in additional expense to the Library.

The Library reserves the right to cancel any exhibit or display without prior notice. This decision may be appealed to the Board of Trustees in writing within 10 days of notice to the artist of the cancellation.

A reception to mark the installation of any exhibit will be considered, provided that space and time requirements of the Library and exhibitor are mutually agreeable. Scheduled library events or programs have priority. Refreshments (non-alcoholic only) are to be provided by the exhibitor. The exhibitor will be responsible for setting up before and breaking down after the reception and ensuring that the room is left in the condition in which it was found.

Any outside publicity for all exhibits, displays and art work must be approved by the Library Director.

**Adopted: January 5, 2006**

**Amended: February 15, 2012**