

## **Red Hook Public Library Exhibit & Display Policy**

As a community resource, Red Hook Public Library devotes building space, where available, to providing information about the library, its programs and other community groups to extend the Library's role as a cultural, educational and community-centered institution. By hosting exhibits and displays, the Library both provides individuals and groups with a means of public expression and also makes those public expressions available to the community.

Such information may be in the form of free brochures, fliers, notices or posters, or displays and exhibits. Policies for each of these types of exhibits and displays are outlined below, and follow guidelines set out in the American Library Association's Library Bill of Rights:

- Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials should not be proscribed or removed because of partisan or doctrinal disapproval
- Exhibit space should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the Library, thus ensuring use of these spaces in a manner that is consistent with the Library's other service objectives.

Space is made available to agencies and individuals other than Red Hook Public Library, provided both that such displays do not conflict with regular Library services and programs and that they conform to the policies and procedural guidelines outlined below. The Library reserves the right to designate and limit space, size and location of displays or exhibits. Red Hook Public Library welcomes the use of its display areas by the public.

In general, Red Hook Public Library does not accept exhibits of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. The Library does not accept any material being offered for sale to the public unless the proceeds directly benefit Red Hook Public Library.

There is no charge for the use of display facilities, and permission to a group to use the facilities does not in any way constitute or imply endorsement of its beliefs, policies, or programs by a Library official or by the Red Hook Public Library Board of Trustees.

Organizations or individuals that violate the terms of the Library's display and exhibit guidelines may be refused future use of the facility.

## PUBLIC NOTICE BULLETIN BOARD

1. Priority shall be given first to Red Hook Public Library and Friends of Red Hook Public Library.
2. For public notices of community interest, a community bulletin board is available to non-profit, advocacy, and/or civic organizations sponsoring charitable, cultural, educational, and/or recreational events and to profit-making groups sponsoring these types of events in the public interest. All events posted must be open freely to the general public. Campaign materials, commercial materials or materials resulting in personal gain are not permitted.
3. Red Hook Public Library has the right to review the notice before it is posted. The Library does not accept notices that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept a notice may be appealed to the Board of Trustees.
4. Space permitting, there is no limit to the number of different notices an individual or organization may post at the library in a given year.
5. Notices may remain posted for as long as information is current.
6. Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library staff.
7. Items to be posted must be neat and clearly readable and must not exceed 11" X 17".
8. Arrangement of the board(s) is the responsibility of Library staff.
9. Notices posted in violation of this Policy will be removed and discarded.

## Public Displays and Exhibits

1. The Library has limited hanging gallery space for original art by area amateur or professional artists. Exhibits and displays strive to be professional looking, with clear themes, relevant materials and aesthetic appeal. All exhibits are temporary.
2. As in Library collections, exhibits endeavor to present a wide cross-section of topics that will appeal to varied ages, genders and interests.
3. Exhibits are accepted at the discretion of Red Hook Public Library. The Library has the right to review materials before the exhibit is installed. The Library has the final responsibility to determine artistic merit and to make appropriate selections.
4. Exhibits which primarily enhance a business or which present only one side of an issue are not accepted. Discretion to accept any exhibit is left to the staff.
5. Red Hook Public Library reserves the right to limit the frequency of exhibits by an artist.
6. The Library does not handle the sale of art by exhibitors. Exceptions for sale of the art display items where an agreed upon portion of the proceeds is donated to the library, the Friends of Red Hook Public Library, or for the sale of items displayed by program performers.

7. Displays are generally placed for a period of up to 2 months. An organization or individual may request display space for 2 months in any 12-month period from the Display Coordinator.
8. Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces.
9. Red Hook Public Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.
10. Damage to the premises, equipment, or furnishings as a result of exhibitor will be charged to the individual or group responsible. The exhibitor or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, injury or damage to, any property of Red Hook Public Library as shall be caused or inflicted by the using individual or organization.
11. Groups and individuals using the exhibit space are responsible for basic clean up and return of the space to good order. Exhibitors should visit the Library exhibit space periodically during the time their work is on display.
12. Each exhibitor will supply and display descriptive information regarding the purpose, title and ownership of the exhibit. Each approved exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item.
13. All items for display shall be submitted ready for exhibit. The Library will not furnish supplies or tools. Adhesives may not be applied to the walls.
14. Library staff will not provide assistance in setting up or taking down displays.
15. All displays and exhibits shall be set up and removed on the assigned dates under the supervision of the Display Coordinator. Individuals and representatives of organizations are responsible for planning, transporting, installing, and removing their exhibits, following guidelines provided by library staff.
16. Artwork not picked up within 30 days following the conclusion of a display or exhibit will be considered to be a donation to Red Hook Public Library, to be sold, distributed or disposed of at the discretion of the Library to meet its needs.
17. Religious and historical political exhibits and displays are permissible for informational purposes; displays, such as those which advocate for a single point of view, or a current political issue or election will not be permitted.
18. Displays are available on a first-come, first-served basis and are booked through the Display Coordinator. Individuals or organizations may book one display per year.
19. Exhibitors must use the space assigned to them. Displays that require re-arranging of Library furniture, or utilize additional space require permission from Library Administration.
20. Exhibitors are asked to be respectful of the multipurpose community use of Red Hook Public Library; thus conversations and noise should be kept to a minimum. Exhibits are to be installed with all deliberate speed. Entrances and aisles may not be obstructed.
21. Individuals or groups using the Library's exhibit spaces may not install their works prior to the dates on which their space reservations begin. They may not mount their artworks in a manner that defaces the space provided.

22. Red Hook Public Library reserves the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action. If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.
23. Red Hook Public Library reserves the right to remove/discontinue a display at any time.
24. In consideration for being allowed to display any items of value, the exhibitor will agree to hold harmless Red Hook Public Library for any damage or loss to the items. This agreement is contained in the library's waiver form signed by the exhibitor prior to the items being displayed.
25. Red Hook Public Library reserves the right to reject any donation.
26. A notice, stating the following, is to be posted with each exhibit:
  - a. The material within this exhibit is the presentation of [*the individual or organization responsible for the exhibit*]. Red Hook Public Library does not advocate nor endorse the viewpoint of any exhibit or exhibitor.

#### Displays of Library Materials

1. Red Hook Public Library staff schedules and prepares displays of library materials to make materials more accessible to users, to feature different segments of the library collection, and to increase or reflect awareness of current issues and/or event.
2. Display themes range from seasonal to those of local, regional, or national interest.
3. Displays may be arranged in conjunction with library programming and other exhibits in the library.
4. Displays are changed frequently. Circulating materials may be borrowed directly from the display.
5. Suggestions for materials displays may come for staff, patrons, current news headlines, etc. The two main criteria for selecting topics are the availability of related materials and the level of perceived interest for library users.

Approved by the Board of Trustees  
September 20, 2012

Red Hook Public Library  
Exhibit and Display Agreement

Title of Display \_\_\_\_\_

Description of Display:

Dates of Exhibition (max. of \_\_\_\_ weeks):

Organization Responsible for Display (if applicable)

Contact Person (Exhibitor) + Address:

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

By signing this Agreement, you agree to the following:

1. Red Hook Public Library will assume no responsibility for the security of items on display.
2. The Exhibitor must:
  - a. Assume the risk of loss or damage to materials exhibited, as no insurance is provided by the Library;
  - b. Assume responsibility for installing and labeling the exhibit on the agreed installation date;
  - c. Remove the exhibit promptly on the dismantling date; and
  - d. Give the library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.
  - e. Bear full responsibility for loss of, injury or damage to, any property of Red Hook Public Library.
3. Exhibit materials may be discarded, if not claimed within 30 days.
4. A notice, stating the following, is to be posted with each exhibit:

The material within this exhibit is the presentation of [*the individual or organization responsible for the exhibit*]. Red Hook Public Library does not advocate nor endorse the viewpoint of any exhibit or exhibitor.

I, the undersigned, hereby lend the following works or art or other material to Red Hook Public Library for exhibit purposes only. I [We] have read the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting work at Red Hook Public Library, I hereby hold them harmless and release said Library from responsibility for loss, damage, or destruction while they are on Library property.

Exhibitor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return signed agreement to:

Display Coordinator, Red Hook Public Library, 7444 S. Broadway, Red Hook, NY 12571

Red Hook Public Library

**Request for Exhibit Space**

Name of individual or organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Applicant's address:  
\_\_\_\_\_

Contact person's telephone number: \_\_\_\_\_

Description of display (use back if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred time frame for exhibit:  
\_\_\_\_\_

I have read and agree to abide by Red Hook Public Library's *Policy for Displays and Exhibits*. I understand that the Library may request to view a sample of the artwork/exhibit to be displayed prior to approving or disapproving the request. I understand that the Library accepts no responsibility for the preservation, protection or possible damage or theft of any item. All items placed on display are done so at the exhibitor's risk. An additional Display and Release form must be signed prior to the exhibit being placed on display.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For library use only:**

Approved by: \_\_\_\_\_

Approval date: \_\_\_\_\_

Notes:

Exhibit set up date: \_\_\_\_\_

Exhibit removal date: \_\_\_\_\_

Notes: