

## Exhibit & Display Policy

As a community resource, Red Hook Public Library devotes building space, where available, to providing information about the library, and other community groups. 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, flyers, 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:

- Artists and presenters should not be excluded because of their origin, background, or views.
- 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 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, location, and duration of displays or exhibits.

In general, Red Hook Public Library does not accept exhibits of a 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 or another institution with which it has partnered.

There is no charge for the use of display facilities, and permission to do so does not in any way constitute or imply endorsement of any group's 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 Notices:

1. Priority shall be given first to Red Hook Public Library events and activities.
2. Space For public notices of community interest 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 or charge fees only for charitable purposes. For-profit postings will be removed if they do not meet these criteria. Campaign materials, commercial materials or materials resulting in personal gain are not permitted.

3. Community notices mistakenly placed on the bulletin board reserved for Library notices, which are deemed appropriate, will be moved to the community bulletin board.
4. 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, dangerous, or inappropriate for public viewing in a place that is free and open to people of all ages.
5. A decision not to accept a notice may be appealed to the Board of Trustees by emailing a Trustee, attending a meeting, or writing to the Board at the Library address. A response can be expected within one month of receipt of the complaint. Decisions of the Board are final.
6. 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.
7. Notices may remain posted for as long as information is current but there is no guarantee it will remain posted as space is limited.
8. Library staff are not responsible for lost flyers, brochures, or other materials.
9. Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library staff.
10. Items to be posted deemed too large will be removed.
11. Arrangement of materials is the responsibility of Library staff.
12. 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 and are on display for a period determined at the discretion of the Director.
2. As in Library collections, exhibits endeavor to present a wide cross-section of topics that will appeal to a diverse population. Displays will not denigrate others.
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 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. Sales are permitted only when a portion of the proceeds benefits the library and are handled directly between the artist and buyer. An exception may be made for items sold by an author or performer at a related library program or for charity to a cause in keeping with the Library's Values.
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 Library Director.
8. Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces.
9. An exhibit may be rejected if its installation or display would cause an unacceptable cost to the Library, whether in terms of money, space, staff time, or other factors.
10. 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.

11. The Exhibitor understands the active, busy nature of public use of all areas of the Library. No areas are off limits to children and in no area can artwork be monitored or protected by staff.
12. The exhibitor or organization and its members, assume full responsibility for loss of, injury, or damage to, any property of Red Hook Public Library. Exhibitors assume all responsibility and liability for any injury or litigation related to the exhibit.
13. By exhibiting at the Library, the exhibitor asserts they own the rights to the work.
14. 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.
15. 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.
16. 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 without permission.
17. Library staff may not be available to provide assistance in setting up or taking down displays.
18. All displays and exhibits shall be set up and removed on the assigned dates under the supervision of administrative staff. Individuals and representatives of organizations are responsible for planning, transporting, installing, and removing their exhibits, following guidelines provided by library staff.
19. 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.
20. Religious and historical political exhibits and displays are permissible for informational purposes. Religious and historically relevant political displays are permissible for informational purposes only as judged by Library staff. Material related to current elections are not permitted.
21. Displays are available on a first-come, first-served basis and are booked through the Library Director, or their designee. Individuals or organizations may book one display per year.
22. 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.
23. Exhibits may not obstruct or interfere with Library functions or disturb patrons using the library. Displays will not be allowed to interfere with safety in the Library.
24. 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.
25. 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.
26. Red Hook Public Library reserves the right to remove/discontinue a display at any time.
27. 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.
28. Red Hook Public Library reserves the right to reject any donation. Appeals may be made by emailing a Trustee, attending a meeting, or writing to the Board at the Library address. A

response can be expected within one month of receipt of the complaint. Decisions of the Board are final.

29. 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 administrative 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 events.
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.

## **Red Hook Public Library Exhibit and Display Request and Agreement**

Artist/Organization Name:

Contact Person:

Phone:

Cell number:

Address:

Email:

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

Description of Display: (The Library may request photos of some or all works.)

Set up date:

Removal date:

Percentage of sales benefiting the library: 5% standard rate

Artist or agent responsible for installation/removal/maintenance:

Contact, if different than above:

Number of works:

List and describe each work and attach.

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. Understand the busy, active nature of library use by patrons of all ages.
  - b. Assume the risk of loss or damage to materials exhibited, as no insurance is provided by the Library;
  - c. Assume responsibility for installing and labeling the exhibit on the agreed installation date;
  - d. Remove the exhibit promptly on the dismantling date; and
  - e. Give the library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date.
  - f. Bear full responsibility for loss of, injury or damage to, any property of Red Hook Public Library.
  - g. Bear responsibility for any litigation related to the display.
  - h. Own the rights to exhibit the materials.
  - i. Exhibit materials may be sold, donated, or discarded, if not claimed within 30 days.
3. 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.

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 Exhibit and Display Policy and agree to the terms within. I 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:

Library Director, Red Hook Public Library, 7444 S. Broadway, Red Hook, NY 12571

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**For library use only:**

*Updated by the Red Hook Public Library Board of Trustees September 23, 2021*

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

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

Notes:

**Approved by the Board of Trustees**  
**Month, Day Year**