

WELLS PUBLIC LIBRARY

EXHIBIT AND DISPLAY POLICY

(Excluding the Ethel M. Weymouth Art Gallery)

The Wells Public Library makes space available to individuals and organizations for exhibits and displays.

Policy Statement

In keeping with its mission to meet the educational and recreational needs of the community and its role as a community cultural center, the Wells Public 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.

Description of Exhibit and Display Space

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.

Regulations

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 Wells 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. 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.

Selection & Scheduling of Exhibits/Displays

1. The Library Director, or his/her designee, shall have the authority to consider requests and to grant permission to set up exhibits and displays.

2. All exhibits and 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 and displays:

- Suitability of subject matter and physical presentation
- Quality of the presentation
- Local or regional interest
- Space requirements
- Timeliness

3. Use of exhibit/display space will be considered on a first come, first served basis and limited to four weeks per calendar year per group or organization. The exhibit/display period is generally between two and four weeks. The Library reserves the right to determine the schedule of exhibits/displays, including the length and location of exhibits/displays.

4. Use of exhibit and 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. Exhibitors are 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, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies needed for same. Assistance will be provided by library staff as available. 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.

2. 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.

3. Exhibit photos, artworks, etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.

4. 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.

Other

1. No prices may be posted on items in an exhibit/display, except by approval of the Library Director, nor may an admission fee be charged. A price list may be made available. Transactions for the purchase of exhibit/display items shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit/display material which is sold during its display in the Library may be removed before the end of the exhibition period.
2. The 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 for exhibit/display are so placed at the owner's risk.
3. The Library Director shall have the final decision on the content and arrangement of all exhibits/displays and reserves the right to reject any part of an exhibit/display or to change the manner of display, subject to appeal to the Board of Trustees.
4. Complaints about this Exhibit & Display Policy or about the content of a particular exhibit/display should be addressed to the Library Director.

Right of Appeal:

Appeals to this policy may be made according to the "Policy on Appeals of Library Decisions involving Library Policies."

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Approved by the Library Board of Trustees September 9, 2009

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