

BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY

SECTION 9: MEETING ROOMS, EXHIBIT AREAS, & BULLETIN BOARDS
PART 3: Exhibits and Display Cases

The Bradley Public Library District invites artists, groups, and patrons to share their artistic and educational materials and items of general interest with the community. The Library offers dedicated exhibit space for periods of one month:

- two large, locked glass display cases near the Circulation Desk
- one smaller glass exhibit case in the Youth Services Department

Exhibits/displays of a political or discriminatory nature will be refused. If elements of a display are judged inappropriate by members of the Library Board and/or the Library Director, the sponsoring individual will be required to remove those elements immediately.

Guidelines:

1. Acceptance and installation dates for an exhibit will be administered by the Adult Services Coordinator, or for Youth Services exhibits, by the Youth Services Coordinator.
2. Exhibits will normally be limited to a one-month period with dates for installation and removal established in advance. The Library does not have space for storage of the property of exhibitors in the Library building; therefore, exhibitors are asked to deliver and pick up display materials according to the established dates.
3. Works which are for sale may be displayed, but price tags may not be affixed to the works exhibited or displayed. Library staff do not participate in any purchase arrangements. Artists are encouraged to include contact information for potential purchasers.
4. Insurance covering valuable items will be the responsibility of the exhibitor. Prior to the display of the items, the exhibitor/owner will sign a disclaimer releasing the Library from all responsibility. See attached Display Agreement.

Installation and Removal of Exhibits The responsibility for design and placement of all displays rests with the owner(s) of the displayed items. Likewise, the responsibility for the installation and dismantling of an exhibit/display rests with the individual owner(s) of the material. Both installation and dismantling should conform to the exhibit dates approved in advance.

Security

Items on display in the Library will be given the same security as the Library collection and equipment; the glass display cases are locked, but irreplaceable items or items of great value should not be included in the display.

Responsibility

The responsibility for any damage to Library property caused by the installation, display, or dismantling of an exhibit rests with the sponsoring group or individual. The Library

assumes no responsibility for the safety of any items placed on exhibit, although it takes reasonable precautions to provide security. Exhibitors must sign the Exhibit - Display Agreement Form and file a price/valuation list with the Administrative Office upon installation of a private exhibit or display.

Approved: March 21, 2012

**Bradley Public Library District
Exhibit/Display Agreement**

Name: _____

Home Address: _____

Home Phone: _____

Work Phone: _____

Number of Items: _____

Date Installed: _____

Requested Exhibit/Display Area: _____

Removal Date (before 8 p.m.): _____

Length of Exhibit/Display: _____

Assigned display area: _____

The Bradley Public Library District cannot be held responsible for any damage or theft that may occur during installation, the period of time the exhibit is in the Library, or during removal of exhibit.

Signature of Exhibitor _____

If the collection/materials have monetary value, please list items and approximate cost below. If necessary, continue on other side. A separate price/valuation list may be attached. Please date and sign any attached lists.