

## **Exhibits Policy**

The Spring Green Community Library wishes to provide for the public as many attractive, educational, and cultural exhibits as possible; therefore, interest shown by groups, organizations, schools, and individuals in using the Library's exhibition space is welcome.

The Library Director, with the help of the Library Display Volunteer, shall have, and is given, the authority to accept requests and to grant permission to set up exhibits. In the event of a negative decision regarding a proposed exhibit, the Library Board can hear an appeal for reconsideration.

### **Description of Exhibit Space**

1. The exhibition space is the north and part of the east wall of the community room—approximately 50 feet long and about seven feet from the floor to the clerestory windows (it is not necessary to fill every bit of the available space).
2. The walls are faced with a fabric system that can be pinned into. No nails are allowed in this surface, but straight pins, push pins, and T-pins are fine. If pieces are heavy, they may be hung with the hanging system or with fish line from hooks on the upper section of the wall.

### **Qualifying Conditions**

1. Art Exhibits must contribute to and not detract from the general appearance of the Library facility.
2. Exhibits must not interfere with the general operation of regular Library activities.
3. Information presented in exhibits shall be governed by the spirit of the Library Bill of Rights and Freedom of Information concepts. The Library does not advocate or necessarily endorse the viewpoints of exhibits or exhibitors.
4. No organization or individual shall be permitted to place, in the Library, any receptacle for the purpose of soliciting donations. Only the Library Board, sitting in regular session, may make exception to this condition.
5. It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times. Assistance will not be provided by Library staff.
6. The Library Director shall have the final decision on the content and arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the manner of display.
7. Library staff will not act as a business or sales agent for items displayed, nor is it the purpose of the display to serve as advertising for profit-making ventures. Items on exhibit which are available for purchase may not have

prices noted. Exhibitors may display an explanation of the exhibit and provide contact information for interested persons. These restrictions do not apply to the Friends of the Spring Green Community Library.

### **Booking**

1. Reservations for exhibit space may be made through the Library Display Volunteer in consultation with the Library Director.

### **Liability**

1. 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 are so placed at the owner's risk.
2. Individuals or representatives from a group or organization setting up an exhibit in the Library are required to complete a Library Exhibit Release Form.

Adopted by the Library Board: 5/9/2006

Revised: 10/30/2023