

## **I. Statement of Purpose**

The Westport Public Library Board of Trustees has determined that the Library should display exhibits within its facilities, subject to a published written policy. The purpose of this Exhibit Policy is to establish the procedures and rules by which exhibits will be displayed in the Library, and which will be applied without discrimination and in the best interests of all of the Library's users.

## **II. Exhibits**

- A. Library exhibits are organized in a manner consistent with the Library Bill of Rights, which states that libraries should provide materials and information with diverse points of view on current and historical issues. Proposals for particular exhibits may be made to the Library Director by individuals and/or groups in the community. The Library Director will consider such requests in consultation with the Exhibit Committee (if established in accordance with Section III). All exhibits will reflect respect for the Library's purpose, which is to provide a sanctuary that meets the needs and interests of the public with information, enrichment and recreation. The Library does not necessarily endorse the opinions or beliefs projected in works displayed at the Library.
- B. All art or other materials that are selected for exhibition in the Library and are not part of the Library collection are loaned to the Library free of charge and with no commercial purpose. Exhibitors are not permitted to include in the exhibit sales or promotional material, prices, business cards or other advertising. The exhibitor's name, address, email address, web site and telephone number may be left with Library staff for distribution at service points, who will give it to any Library user requesting such information.

## **III. Exhibit Committee**

The Library Director may establish an Exhibit Committee at his or her sole discretion. If established, the number of members and the members of such committee will be appointed by the Library Director and approved by the Library Board of Trustees.

## **IV. Responsibility for Exhibits**

- A. The Library Director is authorized to approve and select exhibits. The Exhibit Committee, if established, may propose exhibits to the Library Director and provide advice on selections. The use of display areas will be determined by the Library Director at his or her sole discretion, in consultation with the Exhibit Committee.

The Exhibit Committee may recommend the dates of display, the length of the display period and the hanging, placement and arrangement of the display. The Library Director may call on additional people with knowledge or skills relevant to a display to assist the Exhibit Committee.

- B. Publicity for exhibits will be handled by Library staff. Any press releases, announcements or parties that an exhibitor may wish to arrange to mark an event opening must be approved in advance by the Library Director.

## **V. Exhibit Guidelines**

When an exhibit involves art or materials not belonging to the Library, the Exhibit Committee will assist the Library Director in ensuring that each exhibitor executes a copy of the Exhibit Guidelines. A sample of the Exhibit Guidelines is attached. The Library shall exercise the same standard of care for any exhibit as it does for its own collection. The Library is not responsible for damage or loss to loaned items except as provided in this policy and the guidelines. In order for the Library's insurance policy to cover the display, the exhibitor must submit a signed valuation in the form prescribed in the Exhibit Guidelines, which must be signed on behalf of the Library. The Library Director or his/her designee is authorized to execute valuation agreements prepared and recommended by the Exhibit Committee. In the event that an acceptable valuation is not agreed upon, the Library's liability for any damage or loss to any exhibit shall be limited to an aggregate of \$500. The Library Board of Trustees is authorized to amend the Exhibit Guidelines from time to time, consistent with the policy.

## **VI. Enforcement**

The provisions of this Exhibit Policy will be construed and enforced by the Library Director at his or her sole discretion. All decisions, determinations and actions taken by the Library Director with respect to this Exhibit Policy are final and are not subject to review.

## **VII. Amendment**

The Library Board of Trustees reserves the right to amend this Exhibit Policy at any time.

*Adopted by the Library Board of Trustees March 20, 2002; amended July 20, 2005.*

## Westport Public Library Exhibit Guidelines

Dear Exhibitor:

The Westport Public Library appreciates your interest in displaying your work or collection in the Library. These guidelines are to ensure that all exhibits within the Library reflect its mission as a sanctuary for the enrichment, education and enjoyment of its community. In agreeing to exhibit at the Library, you agree to comply with these guidelines.

### 1. Selection of Exhibits

- Exhibition space is for the display of art and collections belonging to the Library, and any other works that the Library Director approves.
- The choice of the artwork displayed is at the discretion of the Exhibit Committee and/or the Library Director, and must be approved by the Library Director.
- The Exhibit Committee may recommend to the Library Director the dates of display, the length of display period, and the hanging, placement and arrangement of the display.

### 2. Noncommercial Purposes

- All exhibits shall be noncommercial and shall not include any sales or promotional material, prices, business cards, or other advertising.
- The Library will not be involved in the sale of any exhibit item and no exhibitor shall use the Library as a vehicle to promote sale of the works or collection.
- The exhibitor's name, address, email address or web site, and telephone number may be available in order for a patron to contact the exhibitor directly.
- The exhibitor may provide and retain a guest book to be used during the exhibit.

### 3. Publicity

- Publicity will be handled by Library staff.
- Any press releases, announcements, invitations, opening event, or other publicity by the exhibitor must be approved in advance by the Library Director or his/her designee.
- For publicity purposes, the Library may reproduce photographs of items in the exhibit.
- No publicity may purport that the Library endorses any opinions or beliefs expressed in the exhibit.

## Westport Public Library Exhibit Guidelines

### 4. Insurance and Limitation of Liability

- The Library shall exercise the same standard of care for any exhibit as it does for its own collection.
- The exhibitor shall submit a signed valuation on the form attached, which must be signed on behalf of the Library, in order for the Library's insurance policy to cover the display upon receipt.
- In the event that an acceptable valuation is not received, the Library's liability for any damage or loss to any exhibit shall be limited to an aggregate of \$500.
- Except as provided above, the Library shall not be liable for damage to or loss of any items on display.

### 5. Removal of Exhibits

- Exhibitors must remove their display the day after the exhibit ends.
- Failure of an exhibitor to comply with these guidelines may result in removal of the exhibit.
- The Library Director has the authority to modify or remove any exhibit at any time.

***Any questions with respect to these guidelines should be directed to the Library Director.***

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Exhibitor: \_\_\_\_\_