

## **Exhibit Space Use Policy**

### **Purpose:**

The Avon Free Public Library (the Library), in keeping with its mission of promoting knowledge, ideas, and cultural enrichment, provides a variety of resources for the dissemination of information and highlighting the talents and varied interests of the members of our vibrant community. Among them are public bulletin boards, display cases, a print materials display table-rack, and The Gallery, the Library's primary art exhibition space. This policy provides procedures for their use and oversight. For the purposes of this policy, these resources are collectively known as "exhibit space."

### **Scope:**

This policy applies to the Library's art gallery, public bulletin boards, display cases, and printed handouts table, and to all who choose to use them.

### **Roles and Responsibilities:**

The Library Board delegates the oversight and management of the bulletin boards, display cases, print materials display table-rack and The Gallery to the Library Director and staff.

The Avon Historical Society is responsible for the two display cases and bulletin board adjacent to the Marion Hunter History Room.

Exhibitors or users of these library spaces are responsible for adhering to the specific procedures noted under each.

### **Procedures:**

#### **1. Community Events Bulletin Board:**

- a) The Library's Circulation and Outreach Services Manager is responsible for the Community Events Bulletin Board. Only authorized library personnel and designated volunteers may post notices on them. Materials posted by others will be removed.
- b) Those wishing to have an announcement posted should submit it to Library staff at the circulation desk or send it by mail to the Library. Notices should generally be no larger than 8-1/2" x11", but larger ones will be considered, space permitting. All notices regardless of size must, in the opinion of Library staff, be tidy.
- c) Priority for posting is as follows:
  1. The Library, including its co-sponsored events
  2. The Friends of the Avon Free Public Library
  3. The Town of Avon

4. Avon community organizations
  5. Others in the Avon community
- d) The following items MAY NOT be posted or displayed on the Community Events Bulletin Board:
1. Advertisements of personal services or products sold for profit
  2. Religious tracts
  3. Petitions (except for library purposes)
  4. Political campaign literature. (Candidates for elected offices and their supporters may distribute campaign materials on Library property as long as such activity does not interfere with the operation of the Library.)
  5. Announcements seeking roommates
  6. Real estate listings
  7. Solicitations for monetary donations except to benefit the Library
- e) Among the many things that MAY be posted are the following:
1. Public service announcements from government or non-profit agencies
  2. Lost and found notices
  3. Missing pet announcements
  4. Advertisements of fundraising events held elsewhere

The posting of items does not indicate that the Library endorses any organization, cause or activity. The Library reserves the right to reject materials deemed inappropriate.

**2. Solicitations and Collection Boxes:** No individual or organization may post notices soliciting donations of any kind, or place boxes or other receptacles for collecting toys, clothing, etc. on Library premises. The sole exception is the collection of used books for the Friends of the Avon Library's book sale.

**3. Additional Bulletin Boards:** There are other bulletin boards located throughout the Library. While they are for the benefit of the public, their content is determined by Library staff.

**4. Display Cases:** The Library maintains display cases to further its goals of life-long learning and enhancement of cultural and leisure activities. They are located in the Children's and Reference Departments and overseen by the managers of those areas. Two display cases and a bulletin board adjacent to the Marian Hunter History Room are used primarily for exhibits by the Avon Historical Society which manages their contents.

**5. Print Materials Display Table-Rack:** Located in the entrance foyer, this is provided for the public display and dissemination of free promotional materials for area non-profit organizations and individuals. Such materials must meet the guidelines for the Community Events Bulletin Board (see above).

**6. The Gallery:** The Library's art gallery occupies the corridor extending from the entrance foyer to the Community Room and is available to individual artists, arts organizations, local schools, and others to mount exhibits of artistic, cultural or informational merit. Persons or organizations outside of Avon are welcome to

exhibit in the Gallery when their works are determined to be of general interest to the Avon community.

Exhibit space is available on a first-come, first-served basis in the same priority order outlined under Community Events Bulletin Board (see above).

**Gallery Guidelines:**

- a. Exhibitors must sign and execute the [Library Exhibit Display and Release Form](#) to apply to exhibit art or a collection at the Library.
- b. All exhibits must meet acceptable community standards and be suitable for family viewing as determined by the Library which reserves the right to reject materials deemed inappropriate. Acceptance of an exhibit does not constitute an endorsement of a person's or organization's policies or beliefs by the Library or the Town of Avon.
- c. Neither the Library nor the Town of Avon shall assume any responsibility or obligation for any loss, damage or theft of any exhibited materials at any time while in the library or while being transported to or from the library. Exhibitors will be responsible for any loss, damage or theft that may occur during setup and removal or during the time the exhibit is displayed. Exhibitors are encouraged to insure their own work. The Library cannot provide security for the exhibited items at any time. The Library Exhibit Release form must be signed before the exhibit is mounted, and all of its terms and conditions are incorporated herein by reference.
- d. Exhibit space is available for one month up to 45 days, the scheduling for which—including installation, display, and removal—will be done in consultation with the Library's Circulation & Outreach Services Manager or designee. Exhibit materials may be disposed of if not claimed within 30 days.
- e. The exhibitor is responsible for setting up and removing their materials and ensuring that items to be displayed on walls are prepared for hanging. The Library requires a traditional hanging wire (not a bracket or clip) on the item's back.
- f. An exhibitor may promote the sale of items and make a price list available to the public. The Library will not act as an agent for, sell, or otherwise be involved in the sale of items on display. Items that are sold during the exhibition must remain on display until the end of the agreed-upon display period.
- g. The Library will not provide storage for the property of individuals or organizations exhibiting in the Library.
- h. The Library will promote the exhibit through its usual publicity channels. The exhibitor must provide the Library with biographical information, photos, and a description of the collection.
- i. An artist or exhibiting organization may hold a formal opening or reception in the Gallery or the adjacent Community Room at a date and time to be approved in advance by the Library. Food and beverages may be served. Wine may be served pending approval by

the Library Board of Directors at least 30 days in advance of the date of the event. The exhibitor is responsible for providing all refreshments, event setup, and cleanup following the event.

- j. Exhibits on Library premises will be open to the public during Library hours.
- k. Objections to exhibited items must be made in writing and directed to the Library Director who will review and rule upon them. An appeal to that ruling may be made to the Library Board of Directors, who as the final arbiter, will notify the objector of its decision.

**Location:**

This policy is housed on the Library website:

<https://www.avonctlibrary.info/policies/>

A copy is maintained in the Administration Office

Adopted: 3/21/2012

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