



AVON

FREE PUBLIC LIBRARY

Exhibit Space Use Policy

Purpose:

The Avon Free Public Library (the "Library"), provides a variety of resources for the dissemination of information and highlighting the talents and varied interests of the members of our vibrant community in alignment with our mission. 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."

Key Definitions:

"Exhibit space" is defined as the public bulletin boards, display cases, printed materials display table-rack, and The Gallery available for individuals and organizations from the public to use for displaying objects and disseminating information.

Scope:

This policy applies to the Library's exhibit space and to all who choose to use it.

This policy does not apply to displays arranged and organized by Library staff in areas other than the exhibit space specifically mentioned in this policy. Those displays are governed by the [Display Policy](#).

Roles and Responsibilities:

The Library Board delegates the oversight and management of exhibit space to the Library Director and staff.

The Avon Historical Society is responsible for the two display cases and bulletin board near the Marion Hunter History Room as this exhibit space is dedicated to displaying local history exhibits.

Exhibitors or users of the Library exhibit spaces are responsible for adhering to the specific procedures outlined below.

Procedures:

1. Community Events Bulletin Board:

- a) The Library's Borrowing 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 or electronically 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. Real estate listings or announcements seeking roommates
 - 6. 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 cultural or 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 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 and governed by our [Display Policy](#).

4. Display Cases: The Library maintains display cases to further its goals of life-long learning and enhancement of cultural and leisure activities. The display cases in the public exhibit space near the Marian Hunter History Room are used primarily for exhibits by the Avon Historical Society which manages their contents. There are other display cases located throughout the Library. While they are for the benefit of

the public, their content is determined by Library staff and governed by our [Display Policy](#).

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

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.

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 at its sole discretion. 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 Display and 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 generally available for one month, the scheduling for which, including installation, display, and removal, will be done in consultation with the Library's Borrowing Services Manager or their designee. Exhibit materials may be disposed of if not claimed within 30 days after the exhibit ends.
- 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. See the [Meeting Rooms Policy](#) for full details about using Library space for an opening reception.
- 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 the Library Director's decision may be made to the Library Board of Directors, who will rule upon that appeal at their sole discretion.

Location:

This policy is housed on the Library website:

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

A copy is maintained in the Administration Office

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