



Glenwood Public Library Policy

Exhibits Policy

2018.11.07

November 7, 2018

Approved By Glenwood Public Library Board of Trustees

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Library Director Signature

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Staff Signatures

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**PURPOSE:**

Glenwood Public Library encourages collaboration with other organizations in the community. This can include displays and other exhibits. The exhibits policy is designed to ensure that all exhibits that are displayed at the Glenwood Public Library promotes free speech and supports the library's mission.

**SCOPE:**

This policy applies to all materials that are exhibited by the library. Including both materials that are created by the library and materials that displayed in combination with other organizations.

**POLICY STATEMENT:**

1. Library patrons and non-profit organizations are eligible to display personal items of interest to the community, at the discretion of the library director or designee.
2. When reviewing potential exhibits the following steps should be taken:
  - a. Read through the Exhibits Policy Statement to determine eligibility.
  - b. If eligible, fill out an "Exhibit Application and Release Form" and return it to the Adult Services Desk.
  - c. Staff will route the application form to the Library Director for approval.
  - d. If approved, the Library Director or designee will contact the applicant to arrange installation and dismantle dates.
  - e. The Library Director or designee will send exhibit information to all staff via email, in case there are any questions about the exhibited items.
3. The library does not carry insurance on artwork/items loaned to the library for exhibit.
4. 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 are done so at the owner's risk.
5. Items in an exhibit may not be sold, unless it is for library fundraising purposes.
6. Exhibits may not advocate for or against any proposition, whether political or otherwise.
7. Exhibits will be on display up to 60 days.
8. If exhibit items are not picked up by the owner within 30 days following the exhibit, the items become the property of the library.
9. A person or organization may only exhibit items once per calendar year, or at the discretion of the library director.

10. Exhibits may not disrupt the normal routine of the library.
  
11. The library will decide on the content and arrangement of all exhibits.
  
12. The library reserves the right to reject any part of an exhibit or to change the manner of display.
  
13. Exhibits created by the library, the Friends of the Glenwood Public Library, or the Glenwood Public Library Foundation will take precedent over patron/organization exhibits.



**APPLICATION FOR EXHIBITION**

**Today's Date:** \_\_\_\_\_

**Name of Exhibitor(s):** \_\_\_\_\_

**Organization (if any):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Exhibit:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of items being loaned to the library:** \_\_\_\_\_

**Approximate date you would like exhibit to start?** \_\_\_\_\_

I, the above named exhibitor, hereby agree to lend to the Glenwood Public Library the works of art, collectibles, or other items described above for display purposes. In consideration for the right to exhibit in the library, I hereby release the library from any responsibility for damage or loss to items while in its possession.

I have received a copy of the Glenwood Public Library's *Exhibits Policy* and understand that, once signed, this form signifies my understanding of that policy and my agreement to comply with all of its provisions.

**Exhibitor's Signature:** \_\_\_\_\_

**Exhibitor's Signature:** \_\_\_\_\_

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**Library Use Only**

Exhibit Approved    Yes        No        By: \_\_\_\_\_

Exhibitor(s) Notified: \_\_\_\_\_

Scheduled for: \_\_\_\_\_ By: \_\_\_\_\_

Media Contacted: \_\_\_\_\_