

Exhibit and Display Policy

Policy

As part of the library mission to offer a variety of opportunities for cultural enrichment, the library provides display space both for library materials and programs, and for individuals and community groups who wish to exhibit works of art, crafts, and collections or to present information on a topic or issue.

Space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Priority is given to library displays and to Norwood residents.

Materials exhibited in the Library do not necessarily represent the view of the library administration or Board of Trustees, and display does not imply their endorsement.

Exhibit space

The glass display case in the browsing area on the first floor and the wall space above it are regularly available for display.

The case consists of three locked cabinets each approximately 48" high, 25" wide and 10" deep with moveable glass shelves.

The available wall space is 16' horizontally and 30" vertically.

Other areas may be available by special agreement with the Director.

Scheduling exhibits

Displays are scheduled through the office of the library director. Display space is reserved by completing a form supplied by the Library. Reservations for display space shall not be made more than one year in advance.

All exhibits must be approved by the Library Director or a designated representative of the Library. The final authority for approving all exhibits is the Library Board of Trustees. The Morrill Memorial Library reserves the right to prohibit any display judged to be inappropriate.

Exhibits usually will coincide with a calendar month. The Library reserves the right to remove an exhibit if it causes interference with the normal operation of the Library.

Exhibit agreement and Waiver form

All persons must complete and sign "The Exhibit Agreement and Waiver Form" before any items are placed on exhibit. The waiver form releases the Library from any responsibility for loss or damage to an exhibit displayed at the Library. The Library does not insure exhibits. All reasonable precautions will be taken to protect exhibits, but the Library cannot be responsible for reimbursement or replacement of lost, stolen or damaged material. Insurance is the sole responsibility of the lender.

Library staff does not monitor exhibits. The exhibitor is responsible for any damages resulting from the exhibit.

Exhibits in the library may not promote any commercial interest. No prices may be placed on any item. The exhibitor may include contact information.

Set-up and maintenance

Exhibits must clearly name the person or groups responsible for the display. All exhibits shall be set up and removed on dates determined by the Library. All exhibits must conform to the space restrictions of the display areas.

Exhibits to be hung on the wall will be placed by the library custodial staff. Any items to be hung must not exceed weight or size restrictions determined by the library. Works must be suitably framed with wire attached to the back.

Exhibits for the display case will be placed and removed by the owner of the exhibit.

Because of limited storage space, all materials exhibited must be placed and removed at designated times. The library is not responsible for any items not removed as scheduled.

Library precedence

Library use of display areas takes precedence over any other use and the Library reserves the right to, without notice, cancel or reschedule the use of the display areas by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes. The Library may accompany exhibits with complementing brochures, bookmarks or other items related to the exhibit's theme.

Commercial use: Materials from for-profit organizations or those prepared primarily for commercial purposes will not be included in library exhibits.

Approved by the Library Board of Trustees April 11, 2006

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Exhibit Agreement and Waiver Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Work _____ Home _____ Mobile _____

E-mail: _____

Exhibit area requested:

Display case ____

Wall over display case ____

Other ____

Brief description of exhibit:

Month to be installed: _____ Date to be removed: _____

I have read and understand the Morrill Memorial Library Exhibit Policy, and agree to its terms. I release the Library, Town of Norwood, and all of its agents and employees from any liability for loss, damage or destruction of my property while such items are on the premises of the Morrill Memorial Public Library.

Signature: _____

Date: _____