

## **Kent County Public Library Exhibits Policy**

The Kent County Public Library offers an exhibit case in the main entry hallway for display of materials which support the Library's mission, programs and services.

Exhibits should:

- contribute positively to the Library's environment
- highlight, whenever possible, the collection of the Library
- publicize resources and services of the library
- enrich the life of the Kent County community
- be a means of strengthening partnerships between the library and the wider community

Exhibits/displays of polemic or discriminatory nature will be refused. If elements of a display are judged inappropriate by members of the Library and/or the Library Director, the sponsoring individual will be required to remove those elements immediately.

### **Guidelines**

1. Acceptance of an exhibit will be determined by the Coordinator of Public Relations. Residency in Kent County is not a requirement for exhibiting.
2. Exhibits will normally be limited to one month period with definite dates established in advance.
3. Works which are for sale may not be displayed.
4. Descriptive lists of works must be submitted to the Library Administration with monetary value/price of each item.
5. Transporting, unloading, hanging and arrangement of exhibits shall be the responsibility of the exhibitor/artist under the supervision of the Library staff. If the exhibitor/artist needs assistance in this effort, it is his/her responsibility to bring someone to assist him/her.
6. The Library does not have space for storage of the property of exhibitors in the Library building; therefore; exhibitors/artists are asked to deliver and pick up material according to the dates established in advance. Insurance covering the value of the exhibit will be the responsibility of the displaying exhibitor/artist. The exhibitor/artist will sign a disclaimer releasing the Library from all responsibility prior to the display of the works. See attached Display Agreement.

## **Installation and Removal of Exhibits**

The responsibility for design and placement of all displays rests with the owner(s) of the display items. Likewise, the responsibility for the installation and dismantling of a exhibit/display rests with the individual owner(s) of the display items. Likewise, the responsibility for the installation and dismantling of a exhibit/display rests with the individual owner(s) of the material.

*Approved Kent County Public Library Board of Trustees May 24, 2004.*