



DISPLAY & ART EXHIBITION POLICY

DISPLAY AREAS

- The various departments of the library, for seasonal emphasis and to promote the library collection, often use the display spaces. The display cases and spaces are limited and are described in Appendix D-1. Application for display cases/spaces is Appendix D-2.
- Display space use is encouraged for local non-profit community, cultural, governmental, and educational organizations, to inform, educate, and celebrate. Identifying signs for the displaying group should be no larger than 8½”x 11”. Groups wishing to display must contact the Branch Manager and furnish the information requested on Appendix D-2.
- Displays will be assigned on a first-come, first-served basis; however, priority may be made for library-related or seasonal events, and an effort is made to maintain a balance between variety and subject matter.
- A display is usually on view for an entire month; however, the librarian in charge, based on the above priorities, may also determine the length of time.
- The library cannot be held financially responsible for damage to displays while on view or waiting for setup and pickup. A signed waiver of liability (Appendix D-2) will be required from the owner of the material prior to exhibiting the display.
- While first priority is given to the types of organizations described above, other organizations may display as long as:
 - The display is of an educational and/or cultural nature and does not promote any one commercial, political, or religious viewpoint. (e.g. a private school may display student projects, but not promote the school in general, an opera or theatre group may display and distribute materials regarding their season presentations of theatre/opera in general, but not directly solicit contributions, etc.)
 - The information required on Appendix D-2 is submitted 60 days in advance for referral to the Library Director and/or Library Board for approval if the application is outside the above guidelines or if the display is of a controversial nature.
- The library is not responsible for supplying materials for constructing the display, for assembling the items to be displayed, or for dismantling the display.
- Displays should be removed within 48 hours after the display time is over. If the library staff has to remove the display materials, a \$10.00 charge may be assessed and after 30 days any suitable material will be donated or thrown away.



- Posting and distribution of posters, fliers, or brochures is on a space-available basis and shall comply with these guidelines. Appendix D-2 is not required. Fund raising events by non-profits may include prices for lunch, admission, etc. Material from commercial interests may be considered if, for example, free introductions are offered or if educational and cultural events of community interest are the primary object of the literature.

ART EXHIBITION AREAS (Churchland Branch Only)

- Application for use of Art Exhibition Areas must be fully completed and submitted to the library.
- The artist is responsible for the setup and removal of the exhibit. Removal must occur within 48 hours of the end of the last exhibition day. No items relating to the exhibit may be attached to the walls. The Rotunda Display Area contains a wire display system that will accommodate approximately 10 pieces.
- Exhibits are scheduled in advance and for a maximum exhibition period of 4 weeks. Priority will be given to library sponsored exhibits. The artist must provide a resume and photographs of the exhibit items. The library reserves the right to cancel any exhibit at any time.
- Exhibit approval is decided by an Art Exhibition Committee created by the Library Director.
- Exhibit pieces may not contain prices, but brochure/card price lists may be made available for interested patrons. The artist is responsible for all financial transactions.
- Library cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and does not insure exhibits. The Library encourages the artist/lender to obtain a rider on his or her insurance policy for the duration of the exhibit. The waiver/release section on the application must be completed before the scheduled exhibition.
- Damages to the building, equipment and/or furnishings will be charged to the artist.



Appendix D-1 Display Case/ Space and Posting Areas Available

Main Library, 601 Court St., 23704 393-8973

- One glass front display window in the lobby area. 4.75' wide x 4' high x 1' deep. Accessed by three narrow locked doors.
- One space approximately 6 ft. x 7 ft. in middle of the central seating area. Materials cannot be secured in any way, so any loose materials left here should be free for the taking. The area is most suited for short term and/or staffed displays or demonstrations.
- Space for posting fliers and posters is available on bulletin boards on the end of the magazine racks. Space for pamphlets and brochures is available on end tables in the adult seating area.
- Requests for display space or case, posting, or distribution of literature are made to the Branch Manager.

Churchland Branch Library, 3215 Academy Avenue, 23703 686-2538

- One display case located in the lobby, approximately 70" wide x 46" high x 14" deep.
- Materials that comply with the display policy may be posted on the revolving kiosk and should be no larger than 11" x 17." Any loose pamphlets should be free for the taking.
- Requests for display case or to post materials are made to the branch staff.

Cradock Branch Library, 28 Prospect Parkway, 23702 393-8759

- No display spaces or secure display areas.
- Materials that comply with the display policy may be posted on the lobby bulletin boards and should be no larger than 11" x 17." Any loose pamphlets should be free for the taking.
- Requests to post materials are made to the branch staff.

Manor Branch Library, 1401 Elmhurst Lane, 23701 465-2916

- No display spaces or secure display areas.
- Materials that comply with the display policy may be posted on the entrance wall and should be no larger than 8.5" x 11." Any loose pamphlets should be free for the taking.
- Requests to post materials are made to the branch staff.



Appendix D-2
REQUEST FOR DISPLAY CASE/SPACE
WAIVER OF RESPONSIBILITY FOR DISPLAYS

Name of Organization _____

Purpose of Organization _____

Purpose and nature of display _____

Type of Items _____

Requested for _____ (date) Main Library _____ Churchland _____

Person requesting display _____

Address _____

Phone Numbers _____

Date of Request _____

Person setting up display _____

Phone Numbers _____

Date of Set-up _____

Waiver of responsibility: I _____ representing _____ understand that the library cannot be responsible for the materials left on display in the library and while waiting for set-up or pick-up. I understand that the display material must be taken down at the designated time to avoid a possible charge and discard of the materials. Date: _____

Approved: (With signature and date)

Branch Manager _____

And if required:

Director _____ Board _____

Copy to Requestor: _____ Copy to Library Files _____ Date: _____

Library Staff Member present at display set-up _____

Group Member present at display set-up _____

Date of Set-up _____ Date picked up _____



Appendix D-3
ART EXHIBITION AREA APPLICATION
(Churchland Branch Only)

Name of Artist/Organization _____

Purpose of Artist/Organization _____

Purpose and nature of artwork _____

Type of Items _____

Requested for _____ (date)

Person requesting display _____

Address _____

Phone Numbers _____

Date of Request _____

Person setting up display _____

Phone Numbers _____

Date of Set-up _____

Waiver of responsibility: I _____ representing _____
understand that the library cannot be responsible for the materials left on display in the library and while waiting for
set-up or pick-up. I understand that the display material must be taken down at the designated time to avoid a
possible charge and discard of the materials. Date: _____

Approved: (With signature and date)

Art Exhibition Committee Chair _____

And if required:

Director _____ Board _____

Copy to Requestor: _____ Copy to Library Files _____ Date: _____

Library Staff Member present at display set-up _____

Group Member present at display set-up _____

Date of Set-up _____ Date picked up _____