

**BARRINGTON PUBLIC LIBRARY**  
**ART EXHIBIT AND DISPLAY POLICY**

**Exhibit and display space in the Barrington Public Library is primarily reserved for the purposes of highlighting Library collections, services, and events.**

**As scheduling permits, the Library makes available space for groups, organizations, or individuals to exhibit in the library. Space is provided for educational, cultural, civic, or recreational exhibits.**

**Exhibits are not accepted for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising by an outside agency. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits or displays on the subjects of religion and politics are allowed.**

*The purpose of the exhibit policy is to provide guidance in the selection of exhibits; to inform the public about the principles upon which exhibits are arranged; and to encourage equitable utilization of exhibit areas by artists in the Barrington area.*

**Goals of the Exhibits:**

- To broaden horizons by presenting a wide range of art, collections, or displays
- To support community educational, cultural and artistic activities
- To nourish intellectual, aesthetic and creative growth

*Content of Exhibits/Displays*

Exhibits and displays must be of an educational, cultural or civic nature. Exhibit/display space will be granted to qualified individuals or groups, with preference given to Barrington residents and organizations, regardless of their beliefs or affiliations, provided the content of the exhibit/display is within the broad standards of community acceptability and is appropriate for all age groups, including children.

*Selection & Scheduling of Exhibits/Displays*

The Library Director shall have the authority to consider requests and to grant permission to set up exhibits and displays. The Director will review exhibit/display applications monthly.

All exhibits and displays will be considered in terms of the Library's mission to provide educational and cultural enrichment. The following will also be considered when selecting and approving exhibits and displays:

Suitability of subject matter for the full range of Library visitors

Quality of the presentation

Local, regional or historical interest

Artistic expression

Significance of the contributor to the community

Space requirements; ease of installation

Timeliness; appropriateness to special events, holidays or community activity

Preference will be given to exhibits and displays created by Barrington residents and educational, cultural or civic organizations.

The Library reserves the right to determine the schedule of exhibits/displays, including the length and location of exhibits/displays. The Library reserves the right to refuse any exhibit or display proposal. The Library further reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit/display for violation of this policy.

In presenting exhibits and displays, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

Some PR may be done by the library, including posting the exhibit on our web site and including it in our e-newsletter. Digital images of the artwork can be submitted for posting in these venues. The event may also be posted in the local newspaper. The author should send out invitations as he/she sees fit.

#### *Installation of Exhibits/Displays*

Exhibitors are responsible for installing and removing exhibits/displays on the dates agreed upon by the Library and the exhibitor, and for all measures necessary for installation and removal of exhibits/displays, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies needed for same. The library provides step stools, ladders, hammers, and some simple hangers for framed art. Any specialized hangers must be brought by the artist. All exhibits/displays must be set up and removed with as little interference as possible to the daily operations of the Library. The artist will set up at the time agreed to on the contract in order to do this. The Library will not provide storage for the property of organizations or individuals displaying in the Library.

At no time will the placement or content of a display or exhibit interfere with regular Library service. The Library does not provide staff to serve as attendants during an exhibit. Exhibits must conform to the space restrictions of the exhibit areas provided.

Each exhibit/display must contain an informative explanation to assist the general public in discerning the subject or purpose of the exhibit/display. This information may be provided by explanatory labels on individual items, in poster or sign form, or be contained within the exhibit/display itself.

No admission fee may be charged. A business card may be left at the library so staff may hand them out to those making inquiries.

If the exhibitor agrees to give a minimum of 25% of sales to the library, prices may be put on those items and sold during the exhibit as a fundraiser for the library. Should a piece sell during the display period, the artist will either come in with an alternate piece for display, before handing over the priced item to the customer, or, will tell the customer that the item cannot be delivered until after the display period. Library staff will take in the funds and the total, minus the 25% (or more if the artist agreed to it) will be given to the artist at the close of the display. We encourage artists to donate in this way as the library is always in need of monies from alternate sources. If no portion is to be used as a donation, prices may not be listed and no items may be removed from the display during the display period.

The Library Director or his/her designee shall have the final decision on the arrangement of all exhibits/displays and reserves the right to reject any part of an exhibit/display or to change the manner of display.

### *Financial Responsibility*

Exhibitors must be familiar with the Library's Exhibit and Display Policy, must fill out and sign an application form and submit a letter stating the value of the exhibit. They must also assume the risk of damage to the exhibit and agree to hold the library harmless from loss by damage or theft to works on display, or removed by the library if not removed as scheduled by the exhibitor.

The Library does not insure exhibits. If the stated value is in excess of \$15,000 the exhibitor shall insure the material exhibited and shall provide a certificate of insurance showing sufficient coverage in the claims made section and listing Barrington Public Library as an additional insured.

Exhibitors agree to be responsible for and to pay for any and all damages to Library property including exhibit/display spaces, walls, floors, grounds, furniture and fixtures resulting from the installation or removal of an exhibit/display. As the library does not have a hanging system, slight damage from nails to hang artwork is NOT included in this.

### *Exhibit and Display Space Available*

1. Circulation Desk Wall Area
2. Glass Display Case at Circulation Desk

Exhibitors may book the Library's meeting room for a "Meet the Artist" reception. Use of the meeting room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room Policy. All set up; clean up, refreshments, and paper goods must be provided by the artist. No alcohol may be served.

### *Application Procedure*

Applications may be made up to one year in advance and no less than one month in advance.

Applicants must provide examples of material to be exhibited. Photographs in hardcopy or on disk, color copies of artistic work, or, a link to a web site showing the artwork must be submitted for review. An artist's biography should be provided. Applicants are responsible for arranging the return of their review materials if necessary.

Applicants must fill out and sign an application form, which includes library disclaimers of liability, and be familiar with the Library's Exhibit & Display Policy. Once accepted, the artist should provide a list of items they are leaving for display.

No person other than a library representative may transfer an exhibit reservation to another artist.

Adopted by the Library Board of Trustees 2/24/2010