



## **Displays and Exhibits Policy**

In order to promote local artists, organizations and interests, Polk County Public Libraries (PCPL) provide opportunities for individuals and organizations to showcase materials within the libraries.

The primary purpose of library facilities is to support library services and programs; library space is prioritized accordingly. As available, display areas and cases may also be used to display works from the public that support the libraries' Service Priorities (see PCPL's Strategic Plan.)

### **Exhibiting at PCPL**

Library staff may invite community artists, historians, collectors or organizations to create and maintain a display. The Libraries also welcome contact from parties interested in providing an exhibit. Those interested in presenting exhibits at PCPL should provide a representative sample of the work to be displayed, accompanying handouts and supporting materials, and information about exhibit (including space requirements, number of pieces, preferred dates, etc.)

When reviewing potential exhibits, Library considerations include:

- Alignment with the library's strategic plan and goals
- Exhibitor background and expertise
- Connection to other community programs or resources
- Relation to library collections, services or programs
- Relationship to other exhibits (a diversity of topics and styles are sought)
- Available library resources: space, timing, staffing, etc.

Exhibitors should be mindful that library spaces are used by all segments of the community and all age groups, including young children. The views in the works exhibited are those of the exhibitor and are not necessarily those of Polk County Public Libraries or the Library Board of Trustees. The Library Director reserves final approval over any works to be displayed.

Once the exhibit has been approved, an "Exhibit Agreement & Release Form" should be promptly completed and signed. The dates and durations of display of artwork will be set forth in this agreement and will be mutually agreed to by the library and the exhibitor. If the library must cancel a scheduled or active exhibit, as much notice as possible will be given to the exhibitor and an opportunity for rescheduling the exhibit, if possible, will be offered.

### **Liability**

The exhibitor assumes all risks for works of materials which are displayed in the library. The Library and its staff shall not be responsible for any damage to the artwork or other exhibit materials while on display. The library insurance does not cover materials on loan to the library and exhibitors are strongly encouraged to insure items of value.

## **Installation and Removal of Artwork and Exhibits**

The exhibitor must coordinate installation in advance with either the Library Director or designated library staff.

### Installation of Artwork

Exhibitors will furnish a label for each work of art with the artist's name, name of the work (if any), and medium. Artist statements and biographic information are welcome but not required.

All artwork that is to be displayed on library walls must be suitably framed and equipped by the exhibitor with hanging hardware (typically screw eyes and wire or hanging brackets) compatible with library display systems. No direct attachment to library walls, furnishings, or other library property is allowed. Library staff, with the assistance of the exhibitor, will hang and take down artwork which utilizes the library wall mounted gallery hardware.

The exhibitor will be responsible for setting up and taking down displays, and assumes total responsibility for transportation of the exhibit materials to and from the library.

If the exhibitor fails to take down displays during the time/date agreed to, the library may take down and remove the display with all risk for such actions assumed by the exhibitor. Exhibit materials that are not collected by an exhibitor within two weeks of the end of an exhibition becomes the property of the library and may be disposed of in any manner the library deems fit.

The library may remove exhibits from display at any time for any reason. The library will store any materials removed from display before the scheduled end date until the exhibitor can claim them (not to exceed two weeks past the date the exhibit was originally set to end.)

## **Sales**

Polk County Public Libraries should not be considered a retail environment or a sales space for artwork or other materials. At the exhibitor's discretion, the library will share their contact information with those who express interest in artwork pricing or purchasing information. Works which are sold must remain on display until the exhibit's end date.

## **Publicity**

Exhibitors grant the library the right to photograph and reproduce any work displayed in the library for publicity purposes. The library may publicize the exhibit via press releases, postings on its website and social media, postings in the library, and other means. The exhibitor is welcome to publicize the event as they see appropriate at their own expense.

Approved by the Polk County Public Library Board of Trustees

Created: 1/24/19

Reaffirmed: 7/28/22

**POLK COUNTY PUBLIC LIBRARIES**  
**Exhibit Agreement & Release Form**

Name of Exhibitor: \_\_\_\_\_

Affiliated Organization (if applicable): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Start date of exhibit: \_\_\_\_\_ End date of exhibit: \_\_\_\_\_ Date

items displayed must be removed from the library: \_\_\_\_\_

Detailed list and description of materials to be displayed *(use separate sheet of paper if necessary)*:

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Exhibit needs (if any):

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I, \_\_\_\_\_, hereby lend the materials described on this form to Polk County Public Libraries for public exhibit and display purposes only. I hereby release the library from responsibility for loss, damage, or destruction of the materials while they are on display at, and in possession of, the library. Further, I hereby agree to indemnify Polk County Public Libraries, its agents, and employees from all loss and/or expenses, including all costs and attorney's fees, and to hold them harmless from any liability arising out of, or resulting from the exhibit, whether such injuries or damages are caused in whole or in part by the negligence of the library, its agents, patrons, and/or employees. I acknowledge that the works listed herein are owned by me, or I am otherwise authorized to enter into agreements to exhibit them. Further, I have read the library policy for exhibits and displays, and agree to the provisions therein.

Exhibitor Signature and Date: \_\_\_\_\_

Library Manager Signature and Date: \_\_\_\_\_

Exhibitor Signature Acknowledging Return of All Items: \_\_\_\_\_