

## **LIBRARY EXHIBITS POLICY**

The Waterford Public Library welcomes the opportunity to allow individuals, community groups and organizations the use of designated library space for exhibits of an artistic, cultural, educational, civic or recreational nature which will be of general interest to the public. Acceptance of an exhibit does not constitute the library's endorsement of the individual, group or organization.

### **GUIDELINES AND RULES FOR EXHIBITS IN THE LIBRARY**

- Interested exhibitors must complete an APPLICATION TO EXHIBIT form. Groups must designate one person to be the 'responsible party.'
- Applications will be considered on a first come first served basis.
- The library director or her/his designee is authorized to select and approve exhibits.
- Exhibitor may be asked to provide photographs or examples of representative work prior to approval.
- The library will not accept displays or exhibits that are judged to be inappropriate for public viewing by people of any age.
- The library reserves the right to determine the schedule of exhibits. The exhibit period is generally one month.
- Installation and removal times must be arranged with the library and must be done during regular library hours. Installation cannot interfere with library operations or pose a hazard to the public or staff
- Assistance, supplies or tools will not be provided by library staff. The library is unable to provide storage for any exhibit materials, before or during the exhibit period.
- All exhibits shall be noncommercial and may not include any sales or promotional material, prices, or other advertising.
- Exhibitor may include contact information for members of the public who may wish more information. The library will provide upon request a list of titles and prices of items with an address and/or telephone number if provided by the exhibitor. Any sale is between the buyer and seller.
- The library reserves the right to change, reschedule or cancel exhibits if necessary.
- The library is not responsible for any loss or damage incurred during the exhibit period.
- Any exhibit left behind becomes the property of the library which has the right to dispose.
- Failure to comply with any of these guidelines and rules may result in denial of future requests to use exhibit space.
- The library reserves the right to amend, modify, add or delete any of these guidelines and rules at any time without prior notice.