

## **Exhibit Policy**

Library exhibit space is used primarily to highlight and promote library services, events, and collections. It is also used to provide community information and to give groups and individuals the opportunity to exhibit their arts, crafts, and personal collections. This policy adheres to the American Library Association guidelines, which state “exhibit spaces available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” The views of groups and individuals presenting exhibits are not necessarily the views of the library.

### **About the Exhibit Space**

There is one display case available, located in the foyer of the main library. The display area dimensions are 55” L x 25” W x 9” H. The display case can support objects weighing up to 30 pounds.

### **Eligibility**

- Marshfield residents.
- Town committees and non-profit organizations affiliated with Marshfield are eligible to use the exhibit space.
- Local, state, and federal agencies and committees are eligible.

Groups or individuals wishing to use the exhibit space must submit a signed Exhibit Space Form to the library director. This form includes contact information, a description of the exhibit, requested date of exhibit and a description of any intended publicity. Completing the Exhibit Space Reservation Form does not guarantee approval to use the display space.

The library reserves the right to review exhibits before they are installed.

Once an Exhibit Space Reservation Form has been approved, any changes to the exhibit must be submitted in writing to the library director three weeks before the scheduled exhibit date.

An Exhibit Space Reservation Form is required for each exhibit.

If an exhibit is canceled, the library should be notified promptly.

The Library Board of Trustees and/or library director reserves the right to preempt or cancel the use of the exhibit space.

### **Reservations**

Reservations for exhibit space may be made up to six months in advance of the exhibit.

*Approved Library Board of Trustees August 19, 2015, (amended March 16, 2022)*

Exhibit space is available on a first come, first served basis. Priority will be given to local exhibitors who have not previously presented an exhibit.

### **Restrictions**

- Exhibits must not be commercial in nature.
- Exhibits cannot contain materials that are for sale.
- Exhibits may contain a placard with contact information no larger than 5" x 7".
- Exhibits cannot endorse political candidates or be used for the personal gain of groups or individuals.
- Exhibits must not be defaming or obscene as defined by the United States Supreme Court.
- Exhibits are scheduled for one month.
- Exhibits cannot interfere with library operations.
- No modifications to the exhibit case, interior or exterior, are allowed.

### **Exhibit Guidelines**

Exhibitors are responsible for setting up and dismantling exhibits. If an exhibit is not dismantled as scheduled, the library may dismantle the exhibit. The library is not responsible for any damage that might occur to exhibits as a result of having to dismantle it.

Exhibitors must provide neat and legible labels. Labels cannot be affixed to the glass of the interior or exterior of the display case. The individual or group name presenting the exhibit should be posted. The exhibitor's phone number may be included with the exhibit.

### **Liability**

- Exhibitors assume full responsibility for transporting exhibits to and from the library.
- Exhibitors are responsible for any damage that may be caused by an exhibit.
- The library is not responsible for any theft or damage to exhibits.
- The library's insurance policy does not cover exhibits.

### **Fees**

- There is no charge for the use of exhibit space.
- No fee can be charged to view exhibits.

### **Request for Reconsideration**

Objections to exhibits can be made by submitting a written complaint to the library director/Library Board of Trustees. The library director will review the exhibit according to library policies.