

EXHIBIT POLICY AND REGULATIONS

□ GENERAL STATEMENT

Exhibits of different forms are welcome at the Bloomingdale Public Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and furnish an opportunity for individuals and groups to display artistic and educational materials.

Exhibits will be accepted based on the following criteria and will be given priority in use in the following order:

- Library sponsored programs and materials
- Friends of the Library
- Community groups regularly scheduled to use Library meeting rooms
- Other Bloomingdale non-profit organizations or individuals based on:
 - Appropriateness to Library services and collections
 - General community interest
 - Timeliness of topic
 - Suitability to space available
 - Non-profit organizations or individuals located outside Bloomingdale, but having a Bloomingdale sponsor, based on the criteria listed above.

The fact that a group is permitted to exhibit in the Bloomingdale Public Library does not constitute an endorsement by the Library of the group's beliefs, policies, or programs. The groups will issue no publicity indicating Library sponsorship and the Library reserves the right to post disclaimers with the exhibited material. The Library Director may deny or terminate the use of exhibit facilities by any group that is in willful violation of these regulations.

□ EXHIBIT AREAS

The Library has several exhibit areas which include: exhibit cases (glass enclosed and secured) - four cases on the first level, six cases on the lower level, and one moveable case; twenty-six bulletin boards in the lower level meeting rooms, and three art/photograph wall display areas - one in the stairwell area and two on the lower level.

□ GUIDELINES

- Prior to display, all exhibits must be approved by the Library. They will be responsible for the scheduling and organization of exhibits. The final authority for approving all exhibits is the Library Board of Trustees. If Library staff deems an exhibit may be enhanced by inclusion of non-library materials, the Library may choose to include those items in its exhibits.

- Anyone, who wishes to make the Library aware of resources available for possible inclusion in a Library exhibit, should fill out an "Exhibit Resource" form. This should be submitted to the Business Office.
- Artworks created by individuals depicting landscapes, seascapes, pastoral scenes, or scenes of the Village of Bloomingdale and works of craftspeople that have practical or decorative uses in a home environment may be exhibited.
- Bloomingdale Public Library staff will work with lenders in setting up exhibits. The Library reserves the right to make the final decision on how all of its exhibits are arranged.
- The Library will provide signage for non-library items included in selected exhibits.
- No lender may change, add to, or remove any items in an exhibit during its scheduled time. Changes may only be made by authorized Library personnel.
- Lenders will be asked to supply background information, on the items lent to exhibits, at least four weeks in advance of the exhibit opening to insure adequate lead time in developing signage and writing news releases for the media.
- Exhibits will stay up no less than one week and no more than four weeks.
- The Library may accompany its exhibits with complementing brochures, bookmarks or other related items related to the exhibit's theme.
- All exhibits shall be set-up and removed on the dates determined by the Library. The Library has limited storage space. As a result, it is imperative that materials lent to exhibits be dropped off and picked up at designated times.
- The Library is not responsible for theft or damage, nor does it carry insurance to protect items loaned for display in its cases or in its exhibit areas. **Insurance is the sole responsibility of the lender.**
- All persons loaning items for exhibits in the Library, must complete and sign the "Request for Use of Exhibit Space" agreement. The agreement must be signed before any loaned items are placed on exhibit. A separate agreement is required for each exhibit. The lender will be given a copy of the signed agreement.
- All exhibits must conform to the space restrictions of the display areas. Exhibits to be hung on the walls or display panels shall be done so securely and under the guidelines of the Library.
- Prior to displaying, all exhibitors must sign a waiver form that releases the Library from any responsibility for loss or damage to an exhibit displayed at the Library.
- Artworks and crafts that an individual creates and offers for sale are the only saleable items that may be exhibited. Such items may not be removed from the

exhibit if sold while on display. Artists and craftspeople may provide a price list and contact information, which will be available on request in the Business Office. Prices may not be attached to articles displayed.

- Exhibits in the meeting room shall be available to the general public only when no other meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any exhibit while a meeting is in session.
- Display reservations are not transferable to another person.

□ **COMMUNITY EXHIBIT CASES**

- The six lower level exhibit cases are primarily reserved for use by community groups that meet at the Library on a monthly basis. It is the responsibility of the community group to maintain an exhibit in their designated case at all times.
- The fact that a group is permitted to exhibit in the Library does not constitute an endorsement by the Library of the group's beliefs, policies or programs. The groups will issue no publicity indicating Library sponsorship and the Library reserves the right to post disclaimers with the exhibited material. The Library Director may deny or terminate the use of exhibit facilities by any group that is in willful violation of these regulations.
- A community group, that fails to maintain an exhibit, may lose the privilege to display in a designated exhibit case.
- Community groups may exhibit club information only.
- All community group displays are subject to Library approval.

The Board of Library Trustees of the Bloomingdale Public Library will review the Exhibit policy and regulations periodically, and reserves the right to amend it at any time.

Approved by the
Board of Library Trustees

REQUEST FOR USE OF EXHIBIT SPACE

Name of Organization/Individual: _____

Contact Person: _____

Address: _____

Phone Number: _____

Proposed Exhibit Dates: _____

Description of Exhibit: _____

Nature and number of pieces:
(Attach a separate sheet if necessary) _____

Value of materials: _____

I understand that by submitting this form I indicate that I have read the Exhibit Policy and Regulations and will comply with its terms if my request is approved.

Name Date

For Office Use Only

Referred to: _____

Approved: _____ Disapproved: _____ Date: _____

EXHIBIT RESOURCE FORM

Date: _____

Exhibit: _____

Name: _____

Address: _____

Phone Number: _____

Description of Exhibit:

Referred By:

Name: _____

Address: _____

Phone Number: _____

For Office Use Only

Date Received: _____ By: _____

Referred to: _____ Date: _____