

## **CANTON PUBLIC LIBRARY EXHIBIT AND DISPLAY POLICY**

In keeping with its mission, the Canton Public Library sponsors exhibits of artwork and displays of collectibles or other objects (hereinafter referred to collectively as “exhibits”) for the artistic, cultural, and informational enrichment of the community. In addition, exhibits are intended to make the library a more pleasant and interesting place to visit.

### **EXHIBIT SPACE**

The interior walls of the library are available for hanging exhibits of artwork. The display case opposite the Circulation Desk is available for displaying exhibits of collectibles or other objects.

### **EXHIBIT GUIDELINES**

Canton artists, collectors, and community organizations are encouraged to offer exhibits of artistic, cultural, or informational merit. Also, individuals and organizations outside of Canton are invited to exhibit when their items would be of interest to the Canton community.

The library’s exhibit space is available on a “first come, first served” basis. In case of scheduling conflicts, these priorities will prevail:

1. Canton Public Library
2. Friends of the Canton Public Library
3. Town of Canton
4. Canton Community Organizations
5. Canton Residents
6. Organizations and Individuals Located Outside of Canton

Exhibits are subject to the approval of the Library Director or his/her designee. All exhibits must meet acceptable community standards. Exhibits promoting commercial purposes are not allowed.

As a rule, exhibits will be kept on display for thirty (30) days, unless other arrangements are made with the library.

Sponsoring groups or individuals are responsible for creating their exhibits, setting them up according to schedule, and removing them before the next scheduled event. The library must approve the final hanging of artwork and arranging of objects so as to meet the goal of presenting every exhibit in the most pleasing way for the enjoyment of the public. Additionally, exhibit placement must not interfere with normal library operations. Once the exhibit has been placed, items may not be moved or rearranged, nor may additional items be added, without approval of the Library Director or his/her designee.

Potential exhibitors must complete and sign the library’s *Exhibit and Display Application and Release Form*, addended to this policy. This document provides the library with a description of the items being exhibited, releases the Town of Canton and the Canton Public Library from any liability in connection with the exhibit while on loan, and signifies the exhibitor’s agreement to abide by the provisions of this policy.

The library will take every reasonable precaution to protect items exhibited, but exhibitors must recognize that the library is a public building used by a large number of people. Library staff cannot be held responsible for the preservation or protection of items on exhibit.

The name, address, telephone number, email address, or other contact information of the exhibitor may be posted in the exhibit area or the display case for purposes of contact.

The library does not participate in the sale of exhibited items that can be purchased. If the exhibitor wishes, a price list will be made available at the Circulation Desk. Items constituting an exhibit must remain in the library and on display for the agreed-upon length of the exhibit, including any items that have been sold while on display.

The library is unable to provide storage for the property of individuals or organizations exhibiting in the library.

All publicity materials relating to an exhibit will be created by the library staff. Such materials will be written in consultation with the exhibitor and based on the information provided.

Acceptance of an exhibit does not constitute an endorsement by the Canton Public Library or the Town of Canton of the exhibitor's policies or beliefs.

#### **OBJECTIONS TO EXHIBITED ITEMS**

Objections to items included within library exhibits must be made in writing and directed to the attention of the Library Director. The Library Director will then submit the matter to the Library Board of Trustees, which meets once per month, or to a special exhibits subcommittee of the Library Board. The Board or its subcommittee will then review the objection and determine whether any action is to be taken. The Board will give notice of its decision to the individual who made the objection.

#### **ADMINISTRATION OF POLICY**

The Library Board of Trustees authorizes the Library Director to act in keeping with this policy and to execute its provisions on behalf of the library and the Town of Canton.

#### **EXCEPTIONS AND AMENDMENTS**

The Library Board of Trustees reserves the right to make exceptions to this policy. In addition, the Library Board reserves the right to amend this policy from time to time, as it deems appropriate and in response to changing conditions.

*Adopted by the Library Board of Trustees, November 18, 2009  
Revised by the Library Board of Trustees, May 13, 2015*

**CANTON PUBLIC LIBRARY**  
**EXHIBIT AND DISPLAY APPLICATION AND RELEASE FORM**

Exhibitor's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Items to be Exhibited: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Items to be Exhibited: \_\_\_\_\_

Placement of Exhibit:

- The Gallery (library's interior walls)  
 The Display Case

Dates of Exhibit: \_\_\_\_\_

I, the above-named exhibitor, hereby agree to lend to the Canton Public Library the works of art, collectibles, or other items described above for display purposes. In consideration for the right to exhibit in the library, I hereby release the library and the Town of Canton from any responsibility for damage or loss to items while in its possession.

I have received a copy of the Canton Public Library's *Exhibit and Display Policy* and understand that, once signed, this form signifies my understanding of that policy and my agreement to comply with all of its provisions.

Exhibitor's Signature \_\_\_\_\_ Date \_\_\_\_\_