

Heyworth Public Library District

Exhibits and Display Policy

The Heyworth Public Library invites artists, groups, and individuals to share their personal collections, artistic and educational materials with the community. The library offers free exhibit space for periods of one month:

- Main Entry glassed case
- Memorial Case located in center of Adult Materials area

Exhibits should:

- Contribute positively to the library's environment.
- Highlight, whenever possible, the library's collection.
- Promote resources and services of the library.
- Enrich the life of the Heyworth Public Library District community.
- Be a means of strengthening partnerships between the library and the community.

Exhibits and/or displays of a controversial or discriminatory nature will be refused. If elements of a display are judged inappropriate by members of the Library Board or the Library Director, the sponsoring individual will be required to remove those elements from the premises immediately.

Guidelines

1. Acceptance of an exhibit for the two display cases will be given by the Director or Assistant Librarian. Residency in Heyworth Public Library District is not a requirement for exhibiting items.
2. Exhibits will normally be limited to a one-month period with dates for installation and removal established in advance.
3. Works which are for sale may be purchased in accordance with individual arrangements with the artists. Library staff does not participate in any of the purchase arrangements. Artists are encouraged to post a statement about their work but price tags may not be affixed to the works exhibited or displayed. The artist's name and phone number will be kept at the Circulation Desk to be given to potential purchasers.
4. Descriptive lists of works must be submitted to the Director or Librarian Assistant with the monetary value/price of each item.
5. Transporting, unloading, hanging, and arrangement of exhibits shall be the responsibility of the artist under the supervision of the library staff. If the artist needs assistance in this effort, it is his/her responsibility to bring someone to assist him/her.
6. The library does not have space for storage of the property of exhibitors in the library building; therefore, artists are asked to deliver and pick up artwork according to the dates established in advance.
7. Insurance covering the value of the exhibit will be the responsibility of the displaying artists. Prior to the display of the items, the artist/owner will sign a disclaimer releasing the library from all responsibility. See attached Display Agreement.

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Installation and Removal of Exhibits

The responsibility for design and placement of all displays rests with the owner(s) of the displayed items. Likewise, the responsibility for the installation and dismantling of an exhibit/display rests with the individual owner(s) of the material. Both installation and dismantling should conform to the exhibit dates approved in advance.

- Both cases lock. Push pins or staples are the only element to be used to post material on the bulletin board surface of the Main Entry glass case.

Security

Items on display in the library will be given the same security as the library collection and equipment; the glass display cases are locked, but irreplaceable items or items of great value should not be included in the display.


Responsibility

The responsibility for any damage to Library property caused by the installation, display, or dismantling of an exhibit rests with the sponsoring group or individual. The Library assumes no responsibility for the safety of any items placed on exhibit, although it takes reasonable precautions to provide security. Exhibitors must sign the Exhibit - Display Agreement Form and file a price/valuation list with the Director or Assistant Librarian upon installation of a private exhibit or display.

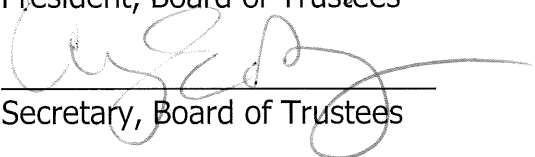
Publicity

Art exhibits displayed in the Heyworth Public Library are publicized in Library publications such as the local newspaper, library website, and various social networks.

Updated: March 12, 2024



President, Board of Trustees



Secretary, Board of Trustees

Approved 02/08/11
Updated 03/12/24

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Exhibits and Display Agreement

Name: _____

Home Address: _____

Phone: _____

Number of Items: _____

Date Installed: _____

Requested Exhibit/Display Area: _____

Removal Date: _____

Length of Exhibit/Display: _____

Assigned display area: _____

The Heyworth Public Library cannot be held responsible for any damage or theft that may occur during installation, the period of time the exhibit is in the library, or during removal of exhibit.

Signature of Exhibitor _____

If the collection/materials have monetary value, please list items and approximate cost below. If necessary, continue on other side. A separate price/valuation list may be attached. Please date and sign any attached lists.