

Albert Wisner Public Library Art Exhibit Policy

Albert Wisner Public Library provides exhibit and display areas consistent with its mission. Groups and individuals may apply to use the Library's exhibit and display areas for artistic expression, in accordance with the following provisions. Exhibits and displays do not reflect endorsement or advocacy for any point of view by the Library.

GUIDELINES

- Library use of any exhibit/display area takes precedence in scheduling
- All exhibits and displays must be approved by the Library Director or his/her appointed designee.
- Requests must be submitted on an *Art Exhibit & Display Application*. Requests will be considered in the order in which they are received.
- The Library will preview a representative sample of the work to be shown prior to granting permission to exhibit. Factors considered in the approval process include:
 - Consistency with the Library's mission
 - Relevance to and consistency with community needs, interests and standards
 - Space requirements for display
- The Library reserves the right to require modifications to, or to reject, any part of an exhibit or display.
- The Library reserves the right to limit the size, number and placement of items; the schedule of any display; the frequency with which an individual or group may present an exhibit or display.
- Exhibitors are responsible for the installation and removal of their displays in coordination with the Library. Exhibits or displays not removed on or prior to the established end date will be removed by the Library.
- Exhibits cannot in any way disrupt the normal routine of the Library.
- Artists displaying their work may post their prices and contact information. The Library is not responsible for the sale of artwork.

RESERVATIONS AND CANCELLATIONS

In order to provide equitable access to exhibit and display areas, non-Library exhibits and displays may remain for no more than 60 days. Groups may reserve a specific area for one 60-day period annually. Individuals may reserve a specific area for one 60-day period every two years.

The Library reserves the right to cancel or reschedule any exhibit or display if a Library event/program needs the area. To the extent it is reasonably practicable, the Library will provide two (2) weeks' notice of cancellation.

FEES

There is a non-refundable application fee of \$25.00 for each exhibit or display, to be paid within 48 hours of application approval.

SALES

Works of art on display at the Library may be offered for sale, provided that 10% of all proceeds shall be donated to the Library. This percentage may be modified by the Library Board. Prices will be established by the artist. The artist is responsible for transacting the sale of any work directly with the purchase; no

sales will be made through the Library staff. Works that are not for sale must be clearly designated "NFS" (not for sale). Works sold must remain on exhibit throughout the designated period.

LIABILITIES

The Library assumes neither responsibility nor liability for the possible damage, destruction or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Exhibitors must sign the release on the *Art Exhibit & Display Application* form before the exhibit begins. It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

Board adopted: 6/27/23

Effective: 6/27/23