

## Exhibit, Display, and Community Information Policies at the Holbrook Public Library

The Holbrook Public Library has space for displays and exhibits of items from the library's own collections, as well as exhibits, displays, and informational material sponsored by other town departments and committees, community organizations, or local residents.

### BULLETIN BOARD

Space permitting, the Holbrook Public Library will post notices for local and area nonprofit organizations on its bulletin board near the parking lot entrance.

1. Since requests for postings are frequent and numerous, the library requires that acceptable notices for the public bulletin board not exceed 8½" x 11" in size.
2. Notices from individuals and from business organizations will need approval from the Library Director or Assistant Director.
3. All postings should be delivered to the library staff and will be dated with the drop off date and a date not to exceed one month for removal. Postings will go up as space permits, depending on the number of requests on file at any one time.
4. The Library reserves the right to remove postings as necessary, in order to make space for new postings requested by the library, the town, or other non-profit community organizations.
5. With limited space available, postings on library programs, resources, and other notices will take priority over all other requests for postings.
6. In addition, agendas for meetings of the Town Council and other town departments, boards, agencies, and commissions will receive priority over postings from local nonprofit organizations.

### TABLE IN PARKING LOT ENTRANCE LOBBY

The library maintains a small table in the lobby near the parking lot entrance for the distribution of free brochures and fliers from local and area non-profit organizations. This small table is meant for library and community information for the patrons of the library.

1. Table space priority will be given to the library, town departments and committees, and then will be available for local community nonprofit organizations.
2. Literature from businesses and individuals will need approval from the Library Director or Assistant Director.
3. Requests to place items on the table should be made to the library staff, who will date the items for time dropped off and preferred date for removal (not to exceed more than a month).
4. No items may be left on the table without permission. Any items left on the table or elsewhere in the library without going through the proper procedure and receiving library permission will be summarily discarded.
5. The library reserves the right to remove brochures and fliers due to timeliness and / or limited space.

## HANGING / WALL DISPLAYS AND DISPLAY CASES

The Holbrook Public Library has available wall space for hanging art exhibits as well as two small display cases near the street entrance. Exhibit and display space is available for special collections from town departments and committees, community organizations, or local residents.

1. Exhibits should:

- a. Contribute positively to the Library's environment.
- b. Enrich the life of the Holbrook community.
- c. Create a means of strengthening partnerships between the Library and the wider community.
- d. Highlight, whenever possible, the collections, resources and services of the Library.

2. Requests for exhibit and display space will generally be considered in the order in which they are received, with possible exceptions being made for vital timeliness of a particular display or exhibit. Library displays and exhibits will have priority.

3. The Library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which any one individual, artist, or community organization may place a display in the Library.

4. Exhibits of a pornographic, polemic, or discriminatory nature will be refused. If elements of a display are judged inappropriate by the Board of Library Trustees or the Library Director, the sponsoring individual or organization will be required to remove those elements immediately. Appropriateness here is defined as following the Holbrook Library Collection Development Policy.

5. The dates of any display or exhibit will be agreed, arranged, and established in advance with the exhibitor. Exhibits are displayed for a maximum of one month.

6. All displays and exhibits must include a credit line, i.e. a sign stating the sponsorship of the display or exhibit.

7. Installation and removal of exhibits:

- a. Transporting, unloading, hanging and/or setting up exhibits, as well as the later dismantling of same, are the responsibility of the exhibitor, with and under the supervision of the library staff.
- b. If the exhibitor requires assistance in this effort, it is their responsibility to bring someone to assist them.
- c. Both installation and dismantling must conform to the exhibit dates approved in advance.
- d. Exhibitors are responsible for bringing all necessary supplies, such as picture wire, corner pads for art, or other supplies. No tape or other adhesives will be allowed to be affixed on the walls, moldings, or furnishings. Similarly, the use of nails, tacks, or staples will not be permitted.

8. The library does not have space, nor will it accept responsibility, for storage of the property of exhibitors in the Library building. Therefore, exhibitors are required to deliver and pick up their materials according to the dates established in advance. A penalty of \$1.00 per item per day will be assessed for materials not picked up by the preapproved designated time.

9. Insurance coverage for the value of the exhibited items is the responsibility of the exhibitor. Prior to approval of any exhibit, the library will require the exhibitor to sign a disclaimer releasing

the library from any and all responsibility and liability for loss or damage to the items in the exhibit. The Library assumes no responsibility for the safety of any items placed on exhibit. Exhibitors must sign the "Exhibit Agreement and Release Form".

10. An inventory of pieces will be submitted to the library staff when the exhibit is set up, and should be checked again upon dismantling of the exhibit.

11. Though the library may be providing space for a display or exhibit, this does not indicate an endorsement by the Holbrook Public Library, the Board of Library Trustees, or the Town of Holbrook of the particular display, nor of any statement or position promoted by the exhibit or display.

12. Responsibility for any damage to Library property caused by the installation, display, or dismantling and removal of an exhibit will rest with the sponsoring individual or organization.

13. If materials are for sale, the exhibitor may leave a price list or business cards for people who express an interest. Under absolutely no circumstances may individual price cards be affixed to the wall adjacent to the artwork. Note: The Library does not and will not enter into sales negotiations or transactions or take a percentage of any sales that may result from the exhibit.

Approved by the Holbrook Board of Library Trustees on Tuesday, May 16, 2023

Holbrook Public Library  
Exhibit Agreement and Release Form

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Number of Items \_\_\_\_\_

General Description of Items \_\_\_\_\_

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

Installation Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Removal Day/Date \_\_\_\_\_ Time \_\_\_\_\_

Designated Exhibit Area (display case, or specify the wall space in the room)

\_\_\_\_\_

The artworks or other items displayed by me and/or my organization at the Holbrook Public Library are deposited with the full understanding that the Library cannot be held responsible for any damage, loss, or theft that may occur during the installation, the duration of time the exhibit is in the Library, or during removal of the exhibit.

I understand that the Library cannot guarantee against theft or damage to my property during library hours, nor can it guarantee that the building will not be unlawfully entered when it is closed.

Therefore, I agree to assume all responsibility for my artworks or other items while on display at the Library.

I further acknowledge that I have received a copy of the regulations governing the use of exhibit and display space at the Holbrook Public Library, and declare that I have read the regulations and agree to fully abide by and comply with them.

Signature of Exhibitor \_\_\_\_\_ Date \_\_\_\_\_