

## Loutit District Library

### Exhibit Policy

As an educational and cultural institution, the Loutit District Library welcomes exhibits and displays that interest, inform and/or enlighten the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited in the Library in accordance with the following procedures:

#### Acceptance of Exhibits

- a. Acceptance of an exhibit will be determined by the Director or designee. The Director or designee, with assistance and recommendations from the professional staff, shall accept or reject material offered for display based on its suitability and availability of display space.

#### Exhibit Provisions

- a. Descriptive lists of exhibits must be submitted with the monetary value/price of each item. (See attached Exhibit Agreement.)
- b. Transporting, unloading, hanging and arrangement of exhibits shall be the responsibility of the exhibitor under the supervision of library staff. If the exhibitor needs assistance in this effort, it is his/her responsibility to bring someone to assist him/her.
- c. Insurance covering the value of the exhibit will be the responsibility of the displaying exhibitor. Prior to the display of the items, the exhibitor will sign a disclaimer releasing the Library from all responsibility and agrees to hold the library harmless from any injury resulting from the exhibit. (See attached Exhibit Agreement.)

#### Display

- a. The Director or designee will approve all display spaces.
- b. Items displayed in the gallery on the lower level must use the library's hanging system. Paintings, photographs and other artwork should be hung with picture wire firmly positioned for hanging the work. No adhesives, nails, or other hardware may be affixed to the walls or other surfaces for any exhibit in any area. Exhibitors are encouraged to include biographical and contact information as part of the exhibit.
- c. Displayed 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. Exhibitors are encouraged to post a business card and a statement about their work, but prices may not be affixed to the works exhibited or displayed. This statement may note that the exhibitor's contact information is available at the Adult Information Desk for consultation by potential purchasers.

- d. Exhibits will normally be limited to a six week period with dates for installation and removal established in advance by the Library.
- e. The Library assumes no responsibility for the safety of any items placed on exhibit. The glass display cases are locked, but irreplaceable items or items of great value should not be included in the display.
- f. The responsibility for any damage to Library property caused by the installation, display, dismantling or removal of an exhibit rests with the exhibitor.
- g. The Library will not store the property of the exhibitor in the Library building. Exhibitors shall deliver and pick up exhibits according to the dates established in advance by the Library.

Adopted by the Loutit District Library Board of Trustees on January 11, 2011.

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Mary Jane Belter, Secretary