

# **EXHIBITS POLICY**

## **For Piedmont Regional Library System**

*Approved with Revisions by Piedmont Regional Library System Board of Trustees, October 2017*

An exhibit or display is anything housed for a definite or indefinite period of time and is not the property of the Piedmont Regional Library System.

The library welcomes the opportunity to allow community groups, organizations, and individuals to use designated display areas of the library. Space is provided to encourage displays of an educational, cultural, civic or recreational nature rather than commercial or political purpose.

Exhibits are seen by anyone who enters the library. The materials must meet what is generally known as “standards acceptable to the community” which includes no pornography, obscenity, or materials harmful to minors.

Library insurance does not cover exhibits. The library is not responsible for any items/exhibits housed at the library. Transporting, housing, displaying, maintaining and storing are the responsibility of the exhibitor(s). No exhibit will be accepted that requires special attention, handling, or maintenance by staff.

All exhibits are treated with care and respect as a contribution to community culture and education. No person, group, or exhibit will be discriminated against because of race, sex, age, marital status, physical disability, political affiliation or religion. If applicable, exhibits in the meeting room may be occasionally closed for a meeting.

Upon registration to exhibit, the exhibitor must provide a sample of work or display to the Library Manager. In addition, the Library Manager must be allowed to view the display in its entirety prior to opening the display to the public. All art must be displayed in a proper manner and should be framed or matted. Putting up and taking down the display is the total responsibility of the exhibitor(s). It must be done during times the library is open. Publicity for the exhibit is the responsibility of the exhibitor(s). Artist who exhibit may sell their works. Transactions of all sales are the responsibility of the artist. Any damage done to the building is the responsibility of the exhibitor.

Exhibitor must read the policy in its entirety, agree to the terms, and sign the Exhibitor Form before scheduling an exhibit. A new Exhibit Form must be completed each time an exhibit is scheduled. This policy is an addition to any policy the building owner may have in place.