

Exhibits, Displays and Bulletin Boards Policy

Somerset County Library exhibit areas, bulletin boards and display cases are used primarily for library purposes. When designated exhibit spaces within the library are not in use for library exhibits, space may be made available for exhibits, dependent upon the availability of staff resources to preview and coordinate exhibits and library programming needs.

General Terms and Conditions of Use

- Permission to use exhibit space is at the discretion of the Library Director and/or Branch Managers and may be made available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library or is not in compliance with the Library Exhibit Policy.
- Permission to exhibit materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the requirements. The exhibitor accepts full responsibility for his/her/their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
- Permission to use exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the Library Board and Somerset County from any claims, law suits, or judgments arising from loss, damage to property, injury to persons from or during their exhibit, and/or their exhibit material(s) or any part thereof. A signed "release" form is required.
- A completed and signed "Exhibit Request" form is required for consideration of a request to exhibit. The "Exhibit Request" must include the exhibit title, location requested, begin and end dates name, address and telephone numbers and signature of the contact person in charge of the proposed exhibit. (must be consistent with application form)
- All measures necessary to insure installation and removal of exhibits are the physical and financial responsibility of the exhibitor including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
- Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors, grounds and furniture resulting from the installation or removal of an exhibit and that any damage or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.
- Installation and removal of exhibits must be accomplished during library open hours and in such a manner that causes the least possible disruption or material interference with library business. Exhibit items may not be unpacked or repackaged within the library proper. Hanging order and/or arrangement is to be

arranged prior to installation by the exhibitor. Items for hanging may be leaned against walls in preparation for hanging, but may not be spread out on the floor, leaned against book shelves, service desks or be placed in such a way so as to interfere with normal traffic flow. Any children accompanying individuals involved in installation/removal of an exhibit must be directly supervised by an adult not involved with the installation/removal of the exhibit

- Exhibit photos, artworks etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrances or exits. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
- Labels, posters and/or signs, used to identify items or the exhibit, must be clear and legible, preferably accomplished by computer or neat calligraphy. Each exhibit must contain an informative explanation to assist the general public in discerning subject material or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster or sign form or be contained within the exhibit itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on label, posters or signage for members of the general public who may wish more information about the exhibit. Events associated with the exhibit or items in the exhibit that may be for sale may not be advertised with the exhibit. Exhibits that include informational brochures pertaining to the exhibit are acceptable. In addition the Library encourages the use of bibliographies and books relating to the subject matter of the exhibit as part of the exhibit.
- When space allows the Library will include the exhibit title and description information from the "Exhibit Request" form in the Library Activities Calendar as a means of notifying the public of the exhibit.
- Video taping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Library Director and/or Branch Managers.

Exhibit/Display Proposal Form

Exhibits must be scheduled through the Library Director and/or Branch Managers. Exhibits may be shown subject to the time, place, and manner determined by the Library. Library sponsored exhibits shall receive first priority. Exhibits shall be shown on a space available basis. Commercial exhibits are not accepted and no exhibit may advertise materials for sale. Price information may not be displayed or be provided by staff. Displays may be exhibited for no longer than four weeks. No exhibit shall interfere with the operation of the Library or pose a physical hazard to Library patrons or staff.

Name of Organization: _____

Address of Organization: _____

Phone Number of Organization: _____

Fax Number: _____

Name of Contact Person: _____

Daytime Phone No: _____

Position of Contact Person (with Organization): _____

Address of Contact Person: (If different than organization)

Nature of Organization: _____

Date: _____

Somerset County Library Exhibit/Display Application Form

Please print this form to fill it out. You may mail it to us, submit it in person, or fax it to us. Alternatively, you may copy, paste, edit and e-mail it to the Library Director at gsheldon@somelibrary.org.

EXHIBITOR: Name: _____

Contact person, if group: _____

Address: _____

Telephone: _____ day _____ evening

May we give this information to the public, if asked: Y or N (circle one)

EXHIBIT:

Title: _____

Medium: _____

Space Requirements: _____

Number of pieces: _____

OTHER INFORMATION:

Dates you would like exhibit to run: _____ to _____

Do you have information for publicity or ready-made publicity?

Y or N

If yes, please attach.

Do you need to schedule the conference room for an event coinciding with your exhibit?

Y or N

If yes, please see our librarian and schedule that separately.

WAIVER OF INSURANCE:

I have read and agree to abide by the Exhibit Policy of Somerset County Library. I hereby do not hold Somerset County Library liable for any damages, injuries, theft, etc. while said artist/exhibitor is displaying his/her works at the Library.

Signature of Artist/Exhibitor _____

Date: _____

Signature of Librarian _____