



# LONGPORT PUBLIC LIBRARY

## **Exhibits and Display Policy**

The Longport Public Library provides exhibit and display areas consistent with its mission, programs, and services. The Library develops exhibits and displays on a regular basis to promote the use of its collection and to highlight its diversity; to bring attention to special or under-used aspects of the collection; to make it easy to find information on topics of current issue; to celebrate special occasions.

Not-for-profit groups and individuals may use the Library's exhibit and display area in the meeting space for educational, artistic, or cultural materials in accordance with the following provisions.

This policy shall be attached to and made part of any request to display. Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

- Library use of the exhibit area takes precedence in the space.
- All exhibits and displays must be approved by the Library Manager
- Requests must be submitted on an Exhibit Application and will be considered in the order in which they are received. Priority will be giving to Longport residents.
- The Library will take reservations up to 12 months in advance.
- The art work must not interfere with the function of the dropdown screen.
- The Library may preview a representative sample of the work to be shown prior to granting permission to exhibit or display.
- Factors considered in the approval process include:
  - Consistency with Library's mission
  - Relevance to community needs and interests
  - Subject matter

- Quality of presentation
  - Space requirements
  - Timeliness
- The Library reserves the right 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; and the frequency with which an individual or group may have an exhibit or display.
  - Exhibitors are responsible for the installation and removal of their displays with the supervision and approval of the Library. Exhibits or displays that are not removed on or prior to the date established by the Library will be removed by the Library. Any expense for such removal will become the responsibility of the exhibitor.
  - Exhibits cannot in any way disrupt the normal routine of the Library.
  - Artists displaying their work may leave a phone number or address should viewers wish to contact them.
  - No admission may be charged.

Exhibits will normally be scheduled for a period of 8 weeks (4 week is May June, July, August) unless there is not a pending reservation for the space. If the exhibit is not set up by the assigned period, the exhibit/display may be canceled by the Library. If the exhibitor/collector must cancel a show, it is expected that he/she contact the Library as soon as possible to see if another date may be arranged.

Due to space limitations, the Library cannot provide storage for the property of groups or individuals displaying in the Library.

The Library assumes no responsibility 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 a release form before any items can be displayed or exhibited. (See attached Exhibit and Display Release form.) It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

The Library shall not be held responsible and is expressly relieved from any and all liability by reason of injury, loss or damage to any person or property in or about the premises occurring during the exhibitors use of the premises.

Exhibitors must sign the "Agreement to Exhibit" and "Hold Harmless" form.

## **PUBLICITY**

All publicity related to exhibits and displays shall be submitted to the Library for approval and shall be distributed to the various media by the Library.

An exhibitor who wishes to host a reception in the Library must submit a separate Application for the Meeting Space, which is part of the Library's Meeting Rooms Policy. Alcohol may not be served.

Non-library exhibits and displays do not reflect endorsement or advocacy for any point of view by the Library. The views expressed implicitly or explicitly in any exhibits and displays are those of the individuals or groups using the space.



### Exhibit and Display Application

This form, including the Exhibit and Display Release, must be submitted to and be approved by the Longport Public Library at least \*6 weeks prior to the scheduled date of the event. A separate form is required for each date requested.

\*May be waived if space is available

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sponsoring Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

### Exhibit and Display Information

Dates Requested:

\_\_\_\_\_

Set-Up (day, date) \_\_\_\_\_ to Removal (day, date) \_\_\_\_\_

Purpose of Exhibit: \_\_\_\_\_

Contents/Description (Please list number and type of items, etc. Library may require visual representation of layout. Attach additional sheets if necessary.):

\_\_\_\_\_

I/We have received a copy of the Longport Public Library Exhibit Policy,

Procedures and the Application and Release forms and I/We agree to abide by all of the stated rules/regulations.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Implies an understanding of, and agreement to abide by, the Longport Public Library Exhibit and Display Policy and Procedures.)

Longport Public Library APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

### Longport Public Library Exhibit and Display Release

I/We, the undersigned, hereby lend the following works of art or other material to the Longport Public Library for exhibit/display purposes only. In consideration of the privilege of exhibiting/displaying them in the Library, I/We agree to hold harmless the Longport Public Library for any damage, destruction, or theft of any item exhibited or displayed. I/We also agree that the Library shall not be held responsible for any injury incurred during the installation or removal of the exhibit or display.

From (specify dates): \_\_\_\_\_

Brief description of materials exhibited/displayed:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_