EASTTOWN LIBRARY

POLICY AREA: CIRCULATION & SERVICES

POLICY NAME: ART EXHIBIT AND DISPLAY POLICY

ADOPTED: 11/16/2016

REVISED: 8/28/2024

ART EXHIBIT AND DISPLAY POLICY

Easttown Library welcomes artists and collectors of all disciplines to display their works and collectionsExhibits and displays are intended for the cultural, informational, and recreational enjoyment of our residents, as well as to support the community's artistic activities.

- Easttown Library makes available wall space throughout the library for display of artwork, and a display case for collections and artwork. Exhibits and displays are governed by the following general guidelines:Library use of display areas takes precedence over any other use. The library reserves the right, without notice, to cancel the use of the display areas by outside exhibitors if the administration determines that the display space is needed for library purposes.
- Artwork should be suitable for viewing by people of all ages. Any artwork that is not appropriate for viewing by people of all ages and/or does any of the following shall not be permitted as part of or shall be removed from the exhibit:
    - Is likely to or does materially or substantially interfere with library operations or otherwise violates library policies or regulations.
    - Infringes upon another person's rights through plagiarism, copyright infringement, or unfair imitation of another person's program, idea, or copy.
    - Contains slanderous, obscene, profane, vulgar, or offensive matters, either in theme or in treatment.
    - Promotes, advocates, incites or urges the use of force, violence, or the violation of federal, state, or municipal law, or library policy or regulation.
- The presence of a particular display in the library does not indicate that the library either advocates or endorses the viewpoints of exhibits or exhibitors.
- Exhibit reservations are accepted on a first-come, first-served basis. The final decision to accept an exhibit rests with the library.
- The artist/collector is responsible for setting up their display – both arranging and dismantling. Both installation and removal must be done during regular library hours. No additional hooks, nails, or other fasteners will be attached to the walls without consent of the library.
- Artwork and collections must be ready for exhibition with items having frames and proper attachments for hanging or be ready for display in cases. An identifying card should be attached to the frame of each piece and should include the title of the work and the artist's name. No signage may be taped to the walls. The artist is responsible for providing a printed list of the artwork labels, including prices if the art is for sale.
- The artist or exhibitor may choose to make the works on exhibit available for sale, the library will receive a percentage of the sale price of each piece sold. During such exhibits, library staff will collect payment on behalf of the exhibitor(s), with all monies held separately from library funds. A 20% commission will be paid to Easttown Library based on the total value of the sales made during the exhibit. Sales cannot be made

from collections or displays in the display case. The library is not responsible for filing and paying sales tax.
- The library will not provide storage for the property of exhibitors beyond the period specified for the display. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.
- All exhibits are free and open to the public.
- The artist releases and waives any claim against the library that may result from any loss, damage or theft of artwork and/or items on display, as a condition for the displaying in the library.
- Prior to displaying, all exhibitors must indicate on the application that they have read this policy and agree to the general guidelines.

Exhibit/Display Application Process:

- Interested artists shall complete an online application: **Art Exhibit Application** or **Display Case Application.** A representative sample or photos of works to be exhibited, or a website address where examples can be viewed, must be provided. A visit to the Library prior to exhibiting is encouraged to view the space available, as well as the hanging system.
- Library staff will schedule the exhibit for a predetermined month. As the month for the exhibit approaches, set-up and removal dates will be specified.
- If your application is approved for an exhibit, you and your work will be featured in an Artist Spotlight, which will detail a description of your artwork, an artist bio, and pictures of your art. The Spotlight will appear on our website, social media, and email promotions when space allows.