

Little Falls Public Library Exhibits and Displays Policy

Policy Statement:

The primary objective of the Little Falls Public Library exhibits and displays is to enhance the Library environment, promote community engagement, and provide educational and cultural enrichment for Library users. This policy outlines the guidelines and procedures for creating, managing, and evaluating exhibits and displays in the Library.

The Little Falls Public Library celebrates art, crafts and exhibits as a source of learning, discovery, growth, and connection. This policy outlines our approach to selecting, presenting, acquiring and/or borrowing works of art, crafts and/or exhibitions.

Eligibility:

- Exhibits and displays must align with the Library's mission, values, and goals.
- Priority will be given to exhibits and displays that are educational, cultural, timely, and relevant to the community.
- Individuals, community groups, and organizations are eligible to submit an Exhibit/Display Application.
- Exhibits and displays that are of a commercial nature will not be accepted.
- Items displayed shall not include price tags or other information regarding purchase.

The Library recognizes the opportunity to support the art and cultural community. Preference will be given to local artists with general interest. The Library also encourages exhibits and displays by collectors, craftsmen, and hobbyists. Other displays may be developed to an aspect of community life, science, education, family life, local history, community accomplishments, national anniversaries or events, or traveling exhibits in various fields and areas of interest. Preference will be given to exhibits that are timely and of general interest.

Exhibits and displays that incorporate books and Library materials are especially encouraged. The Library staff may prepare exhibits and displays from the Library's own collections. The purpose of these displays is to stimulate interest in books and reading and to relate Library collections and services to the community.

Proposal Process:

- Submission: Prospective exhibitors must submit a proposal to the Library Director or designated staff member. The proposal should include a brief description, objectives, target audience, and proposed duration of the exhibit or display. Please see/submit the Library's "Request to Place an Exhibit/Display Application" and the "Exhibit/Display Release Agreement Form".
- Review: The Library director/staff, in consultation with relevant stakeholders, will review proposals based on alignment with the Library's mission, available space, and overall suitability for the community.
- Approval: Approved applications will receive a written confirmation, including details on installation, removal, and any additional requirements.

Content Guidelines:

- Exhibits and displays must be non-commercial and non-political in nature.
- Content should be respectful of diverse perspectives and adhere to the Library's commitment to inclusivity.
- Controversial topics may be accepted if presented in an unbiased and educational manner.

Installation and Removal:

- Exhibitors are responsible for the installation and removal of their exhibits/displays within the agreed-upon timeframe.
- The Library staff will assist with installation logistics and ensure that exhibit/display comply with safety and accessibility standards.
- Exhibitors must restore the display area to its original condition upon removal.
- Exhibit and display areas are limited and may not be able to accommodate certain forms or materials. Areas are available on a rotating monthly basis. The length of time of an exhibit may be adjusted at the Library's discretion.
- The Library reserves the right to ask that the exhibitor remove any material it deems inappropriate once the display has been set up. Items exhibited must be removed by the exhibitor, as outlined in the release form, scheduled by the director or they will be removed by Library staff and stored up to thirty days and then will be discarded.

Duration:

- Exhibits and displays will be on view as outlined in the Library's "Request to Place Exhibit/Display Application" and "Exhibit/Display Release Agreement Form", with the possibility of extension upon mutual written agreement.
- Exceptions may be made for special circumstances.

Promotion:

- The Library will promote exhibits and displays through its communications channels, including the Library website, social media, email, and physical signage.
- Exhibitors are encouraged to assist in promoting their exhibits within their networks.
- Exhibitors are prohibited from selling their exhibit/display materials in the Library.
- An artist or exhibiting organization may hold a formal opening or reception in the Library at a date and time to be approved in advance by the Library. Light refreshments may be served. Wine may be served pending approval by the Library Board of Trustees at least 30 days in advance of the date of the event. The exhibitor is responsible for providing all refreshments, event setup, and cleanup following the event. The Library will not provide supplies.
- Artists are encouraged to leave contact information. Library will not collect donations on the artist behalf.

Insurance and Liability:

- Exhibitors are responsible for insuring their exhibits against loss, damage, or theft during the display period.
- The Library will make every effort to protect objects on display but cannot be held responsible for loss or damage to anything exhibited/displayed. Exhibitors are advised to carry their own insurance, and such insurance should indemnify them for the entire value of the objects exhibited. Every exhibitor shall sign a release form relieving the Library of responsibility for loss or damage to articles on exhibit. No liability for loss or damage can be assumed either by the Library or the Township of Little Falls.

The Library subscribes to the “Library Bill of Rights: Exhibit Spaces and Bulletin Boards” adopted July 2, 1991; amended June 25, 2019 by the American Library Association Council. However, the Library Board recognizes that certain displays may not be suitable for exhibition to the general public, including, but not limited to, children. Therefore, the Library Board and Director reserve the right to determine the suitability of each exhibit and display by considering the form and content in light of the building’s facilities, the suggested audience and the exhibitors’ intention, as well as the Library’s objectives. After such consideration, the Library reserves the right to refuse to exhibit any work it deems unsuitable. The artist representation does not reflect the views of the Library or staff. Samples of the work to be displayed must be submitted for consideration.