

# RICE PUBLIC LIBRARY EXHIBIT POLICY

The Library has a very limited amount of wall space (the stairway to the 2<sup>nd</sup> floor in the Rice building and near the patron computers in the Taylor building) where two-dimensional works may be displayed. If a patron or local cultural, civic, or educational group or organization wishes to utilize either of the Rice Library buildings for the purpose of staging an exhibit (art show, etc.) for public viewing, the following regulations apply:

- 1) Items for exhibition may only be hung from existing nails, hooks, etc. No new nails, screws, hangers, tape, glue-on, or Velcro type suspension systems may be added to walls, furniture, book stacks, or trim.
- 2) If necessary, existing Library pictures, etc., may be replaced with exhibition items for the duration of the show.
- 3) The re-hanging of Library pictures, etc., removed by the exhibitor is the responsibility of the exhibitor.
- 4) The exhibitor is responsible for all clean up, set up, and restoration of Library space and furniture to its original condition and location.
- 5) The Library shall not, in case of damage to exhibit items by whatever means, be held liable for said damage.
- 6) In the event of theft of an exhibit item, the Library shall not be held liable for said theft.
- 7) The exhibitor is responsible for any damage to Library property. Necessary cleaning and repair of rugs, floors, walls, etc., after the exhibit closes is the responsibility of the exhibitor.
- 8) Exhibit displays shall not block or impede access to stairs, fire escapes, ladders, aisles, or exit ways.
- 9) An exhibit will not be permitted to be opened unless the Exhibition Application Form is signed by a responsible party (the exhibitor) and is approved by the Library Director.
- 10) Admission fees to the exhibit may not be charged, but appropriate donations may be accepted by the exhibitor.
- 11) If the exhibitor wishes to have a reception, the exhibitor is responsible for all expenses and arrangements, including clean-up, and shall follow standard Library procedures (See the Library's Meeting Room Policy.).
- 12) Material to be exhibited in any Library space shall be approved by the Library Director or designee prior to exhibit. Factors that will be considerate include: size of items, length of display time, frequency of exhibiting by the same person or group, and the exhibitor's geographic area.
- 13) The content of the exhibit/display should be within the broad standards of community acceptability and shall be appropriate for all age groups, including children.
- 14) The Library shall not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the Library shall submit their complaint in writing to the Library Director.
- 15) Labels are at the discretion of the exhibitor, and should be placed on the artwork itself, not on walls, etc.
- 16) Exhibits are limited to thirty days, but the period may be extended at the discretion of the Library Director.

Policy Approved: April 2008

# RICE PUBLIC LIBRARY EXHIBIT APPLICATION FORM

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

Name of Organization (if any) \_\_\_\_\_

Applicant's Street Address/City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

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

Display Space Requested: \_\_\_\_\_

Dates of Display/Exhibit - from: \_\_\_\_\_ to: \_\_\_\_\_

Description of Display/Exhibit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, provide the aforementioned materials for exhibit at the Rice Public Library for the time period indicated. I have read and understand the Rice Public Library Exhibit Policy. I understand that the Rice Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display at the Rice Public Library are done so at the exhibitor's risk.

Exhibitor's Signature: \_\_\_\_\_

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

Library Director's Signature: \_\_\_\_\_

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

Form Approved: April 2008