



## Policy on Displays and Exhibits

Adopted: 11/29/1995

Reviewed and Approved: 3/16/2001; 01/25/2006, 11/28/2007, 11/16/2016

The Library provides exhibit and display spaces for public use. Exhibit and display spaces are available to individuals, artists and community nonprofit groups on equal terms regardless of opinion or affiliation. The Library does not sponsor nor endorse the views of any individual or group using the exhibit and display spaces and will not accept displays of a religious nature.

This policy is for use of the Library by external groups and individuals and does not apply to use by Library staff, support groups associated with the Library, and groups collaborating with the Library on an exhibit or display. It applies to all spaces used by the public for display or exhibit, including a Library meeting room or other areas.

### **General Guidelines:**

Individuals and groups can reserve space by completing an application. Approval is the responsibility of Library administration.

- Those reserving exhibit and display spaces are asked to remember that these spaces are public areas readily accessible to Library members of all ages.
- The Library reserves the right to deny requests for any reason and to remove exhibits and displays at any time.
- Direct sale of works on exhibit is not permitted on Library property. There shall be no pricing information posted with the works.
- The Library reserves the right to pre-empt and schedule exhibit and display spaces for Library events and promotions as it deems necessary and appropriate.
- The Library is not responsible for loss, theft, or damage that may occur while works are on exhibit. All who choose to exhibit will be required to sign a form releasing the Library from liability.
- Exhibits and displays are limited to an eight-week period. Exceptions are made by Library administration only.

### **Setup:**

- The individual or group reserving space is required to provide all hardware and supplies for displaying materials and is responsible for installing and removing works.
- Library staff will not be available to assist with an exhibit or display.
- Both installation and removal must be completed during regular Library hours. The individual or group installing the display will be responsible for any damage caused to the exhibit space while installing or removing the exhibit or display.
- The title of the exhibit and the name of the individual or group that is mounting it, as well as contact information, must appear prominently with the exhibit or display.

## **Display and Exhibit Locations**

1. Art Exhibits and Public Displays

Art exhibit and display space is available in the “Just Returned” shelving area as well as the on the walls surrounding the Library’s Storytime Room.

2. In partnership with local school districts, the Youth Services Department displays student art work in various areas of the Youth Department throughout the year.



## Display and Exhibit Application

To reserve a place for your display or exhibit, please fill out this form and return it to the Library Director. If you have any questions, please call (708) 485-6917.

**Name:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Description of Display/Exhibit:**

For Library use only      Date submitted \_\_\_\_\_      Dates for display \_\_\_\_\_

### **Waiver and Release from Liability**

I have discussed with a staff member from the Brookfield Public Library the display on Library premises of certain property belonging to me.

In connection with the display of said property, I understand, agree and acknowledge that:

1. The property is displayed at my own risk;
2. I assume all risk of loss or damage to the property;
3. Neither the Library nor any of its employees or agents shall be liable for any loss or damage to the property;
4. I assume full responsibility for any loss or damage to the property which may occur during the period of display;
5. I hereby fully and forever release and discharge the Brookfield Public Library and its employees and agents from any and all claims, damages, demands, rights of action, causes of action, present or future, resulting from or arising out of display of the property;
6. I understand that obtaining insurance coverage, if any, concerning the loss or damage to the property shall be my sole responsibility and obligation.

Signed the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_:

\_\_\_\_\_  
(Signature of guardian required if the collector is a minor)