

Policy on Exhibits and Displays

It is part of the Beekley Library's function to provide access to intellectual and cultural resources to the community. The display space in the Beekley Library shall be used for artistic, cultural, and information purposes in keeping with these library goals.

Exhibits of library materials and activities will be given first consideration. Local artists and community organizations are encouraged to offer exhibits of artistic, cultural, or informational merit. Persons and groups outside of New Hartford are invited to exhibit, when their work would be of general interest to the New Hartford community.

The Library is not responsible and will not be held liable for any items owned by the exhibitor while they are being displayed at the Library.

Policy Effective Date, Amendments, and Revisions:

This policy is effective upon approval of the Library Board of Directors. Amendments and/or revisions to these policies shall be formulated and recommended to the Board by the Policy Committee. They may then be amended and/or revised at any regular meeting of the Board, provided proper hearing of 30 days has been given.

Exhibits and Displays Guidelines:

The Beekley Library, from time to time, makes available to the public areas for exhibits/displays.

All exhibits/displays are subject to the approval of the Library Director and/or the Library Board of Directors and will be accepted or rejected in their sole discretion based on the exhibits'/displays' artistic, cultural, and/or informational merit.

All exhibitors must complete a display application and should check with the library for available dates. Applications for displays are made through the Director and are on a first-come, first-served basis or as otherwise decided upon by the library.

All exhibitors must sign an "Exhibit Release Form" freeing the library from any responsibility for loss, damage, or destruction of exhibited items while they are being displayed at the library. The library provides no insurance.

Exhibitors are responsible for the setting up and dismantling of their exhibits/displays. Items are normally kept on display for one calendar month. It is required that all items exhibited remain in the library and on display for the length of the exhibit. The Library Director shall have the right to discard or otherwise dispose of any exhibits/displays that are not dismantled and removed from the Library in a timely fashion, and shall not, in such event, be responsible for the value of these discarded or disposed of items.

Exhibitors are responsible for repair/replacement if the library is damaged during set-up or removal of display items.

Exhibits/displays will be available to the public during regular library hours.

Exhibitors are responsible for all publicity material relating to the exhibits/displays, which shall be submitted for approval by the library. Publicity written by library staff will be done in consultation with the exhibitor and based on the information provided.

The Library Director and the Library Board of Directors must approve any exceptions to these guidelines.

~Approved by the Library Board of Directors, May 26, 2021

**Beekley Library
Exhibit/Display Release Form**

I, the undersigned, hereby lend the following works of art or other material to the Beekley Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are being displayed at the Library.

Further, I hereby agree to indemnify and save harmless the Beekley Library, its agents and employees from all loss and/or expense (including all costs and attorney's fees) arising out of or resulting from the exhibit by reason of liability imposed by law upon the town of New Hartford, its agents and employees from damages because of bodily injury, including death, at any time resulting there from, sustained by any person or persons or on account of damage to the property, including the loss of use thereof, whether such injuries or damages are caused in whole or in part by the negligence of the exhibitor, its agents, servants, patrons, and/or employees.

Exhibit/display to be held in the _____

Date(s)/Month of exhibit/display _____

Description of materials loaned _____

Exhibitor/Contact name _____

Phone _____ E-mail _____

Permanent address _____

Signature _____ Date _____

~Approved by the Library Board of Directors, May 26, 2021