

## **Exhibit Policy Sherwood Public Library**

### **POLICY**

Sherwood Public Library exhibits artwork and informational displays, with an emphasis on the area served by the Sherwood Public Library, for the purpose of supporting the mission of Sherwood Public Library to inspire discovery, enrich lives and build community through equitable access to life-long learning.

### **BACKGROUND**

Sherwood Public Library has limited display space for artwork and community-focused displays. At present, this space includes a locking glass display case, the tops of shelves, some walls and low ceilings (where artwork and displays can be hung). Some display areas may require using a library-provided step stool.

Library use of exhibit spaces takes precedence over use by other groups and individuals.

With the exception of the locking glass display case, all other exhibition space is unsecured during Library open hours. The facility is locked when the building is unoccupied.

### **REGULATIONS**

Art is chosen to present a wide variety of art with respect to medium, subject and approach that is appropriate for a public space used by all ages. Informational displays are chosen to reflect the interests and needs of the community.

For art exhibits (not including student artwork), selection will be made by a committee made up of one member of the Sherwood Public Library staff, one member of the City of Sherwood Library Advisory Board, and one community member. Student artwork selection is at the discretion of the Library Manager.

The Sherwood Public Library abides by Article 1 of the Library Bill of Rights which states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation."

Additional criteria for selection include:

- Audience: Artwork and displays are not offensive, polemic, discriminatory, or inappropriate for all ages.
- Quality: Artwork and displays are in good condition, needing little or no work to make them viable for display.

- Suitability: Exhibit is suitable for Sherwood Public Library’s physical limitations, does not require climate control or physical security. All installations must be non-destructive and subject to prior approval of installation methods.
- Compliance: Exhibit must comply with all federal, state and local laws, including those pertaining to libel, copyright and pornography.
- Schedule: Availability of the space and timeliness of exhibit or display in relation to other Library displays, programs and initiatives.

## PROCEDURES

1. To apply for an exhibit, submit a signed Request to Exhibit form and supplementary materials, following instructions on the form.
2. All scheduling and installation details will be coordinated with the Library Manager or designated staff person. In general, exhibits may be open for 2-8 weeks, as determined by the Library Manager.
3. Artists and organizations are responsible for delivering, setting up and removing their exhibits in a timely manner when it is safe to do so.
4. Artists and community organizations are responsible for any cost to themselves to prepare or display their artwork or exhibits in the Library. (With prior arrangement, the Library may be able to provide a limited number of display accessories such as small easels, stands, and labels.)
5. Exhibitors are responsible for set-up and take-down of exhibits. Library staff may not be able to provide assistance. Boxes, bubble wrap, and packing material may not be stored at the Library.
6. Insurance on exhibited work is the responsibility of the exhibitor. The City of Sherwood will not accept responsibility for loss or damage.
7. If an artist has an exclusive sales contract with a gallery, it is the artist’s responsibility to uphold the terms of the contract.
8. Artists are encouraged to post a statement about their work, which may include contact information, but prices are not permitted. A voluntary donation to the Friends of the Sherwood Library from artists whose work is sold as a direct result of a Library exhibit is appreciated.
9. The Library reserves the right to use images of any exhibit materials for promotional purposes and the Library will retain no rights to creation of images or prints for sale. The Library also reserves the right to authorize use of artwork images to third parties for use in promotion. Artist will maintain all copyright to their artwork.
10. Artists receptions will be considered, based on available resources and space. In general, the Library does not provide supplies for the reception. To qualify, the organizer must abide by the following:
  - a. The event may be held during Library hours only.
  - b. The event may not be a fundraiser.
  - c. Follow the Library Behavior Policy.
  - d. Gain approval from the Library Manager.

- e. Schedule the event with the Library Manager or designated staff person.
- 11. Applicants will be notified of the selection committee's decision by the Library Manager or designated staff person.
- 12. The Library reserves the right to remove exhibit materials.

**History**

4/20/2016 Adopted by the Library Advisory Board and Library Administration

8/2/2016 Revised to include information about the new glass display case