

## **Stafford Library Displays and Exhibits Policy**

Stafford Library welcomes the opportunity to allow individuals, community groups, and organizations to use the library's display case for exhibits of an artistic, cultural, or educational nature, which will be of interest to library users. Preference is given to Stafford residents and to exhibits that are timely and of general interest.

Those desiring to schedule an exhibit should submit a request to the Program Coordinator. Exhibits will be scheduled as time and space permits. Potential exhibitors may be asked to provide samples or photographs of their work before an exhibition is scheduled. The Library Director reserves the right to decline any exhibit that is deemed to be unsuitable for display in a public place used by people of all ages.

Acceptance of an exhibit does not constitute an endorsement by the library of the views, beliefs, or policies of the exhibitor.

Exhibits are booked no more than one year in advance. Exhibits normally are scheduled on a one-month basis, depending on the calendar and mutual convenience of the library and exhibitor.

It is the responsibility of the exhibitor to set up and remove the exhibit during regular library hours at a time arranged with the Program Coordinator. The items must be prepared appropriately for display. With the exception of the dedicated cork backboard, items may not be attached in any way to the walls, ceiling, or woodwork in the display case.

The Library is not to be involved in any way with the sale of any exhibited item. The library will display information about the artist, including contact information for those interested in contacting the artist. Items displayed may not include price tags. A price list may be left at the main circulation desk.

The exhibit will be open to the public during normal library hours. If an exhibit is displayed in one of the library's meeting rooms, the room may be used for other programs, thereby making that portion of the exhibit inaccessible to the public during that time.

The library will take reasonable care to ensure the safety and security of items displayed, but the exhibitor should recognize that the library is a public building used by a large number of people and the exhibit cannot be monitored at all times. The library assumes no responsibility in the event of damage or loss.

Approved by the Stafford Library Board on 1/11/2024

## Display Case Application

Stafford Library offers display space (measuring 20' long x 4' high and 2' deep) for which there is no charge. The library shall not be liable or responsible for lost, stolen, or damaged items or materials.

Nothing shall be attached to the side walls of the ceiling of the display case. Thumb tacks and push pins can be used only on the cork board (not walls or woodwork).

### Contact Information for Exhibitor / Person Responsible

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Date & Time of Installation: \_\_\_\_\_

Date & Time of Removal: \_\_\_\_\_

#### **Agreement**

I agree to the rules stated above and understand that Stafford Library is not responsible for lost, stolen, or damaged items.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

Approved by: \_\_\_\_\_

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