

Bentley Memorial Library

Bolton, Connecticut

Library Exhibit Policy

1. Purpose

We believe the library serves an important cultural role in the community as a showcase for the works of artists and craftspeople, as well as individual collections of general interest to the public. In keeping with the library's role as an educational force, library display areas may also be used for educational and informational exhibits which may be sponsored by the schools, town departments, agencies and civic organizations. Priority will be given to applicants residing in Bolton and the surrounding area.

2. The Space

The library has two display cases and a display wall:

- A large glass-fronted display case in the lobby area measures 9.5 feet wide by 4.5 feet tall by 22 inches deep. It has six adjustable glass shelves that are each 56 inches wide. The shelves can be configured in various ways or removed entirely for display purposes. The case has a lock.
- A smaller octagonal case in the children's area measures approximately 5.25 feet tall, 29 inches deep and 29 inches wide and is glass on all sides. It has five adjustable, removable, glass shelves. The case has a lock.
- The display wall is in the main room, behind the Reference desk, and measures approximately 9 feet wide by 6 feet high.

3. Who May Exhibit

Applications for a display may be submitted by individuals, groups, nonprofit organizations and schools. Solo, group, or theme-based shows will be considered, with one person from a group designated as the contact person.

Applications to exhibit will be reviewed by the Library Director or appointed designee(s) on the basis of originality, artistic quality, and suitability for a family setting.

In presenting displays, the library does not imply endorsement of the opinions or viewpoints of the artist or exhibitor.

4. Application Review Schedule

The library reviews applications as they are received on a first-come, first-served basis. Applicants must include a brief description of the work to be exhibited and a telephone number or e-mail address of the contact person.

5. Period of Display

Exhibits are scheduled for one to two months. Works of art should remain on display throughout the exhibit period. Display set up and removal dates need to be coordinated with the library staff.

6. Liability

Bentley Memorial Library and the Town of Bolton are not responsible for the safety and care of works on display. Because the display areas are not staffed or monitored, items are placed in the library at the owner's risk. The library cannot assume liability for lost, stolen or damaged items. Owners are asked to check their own insurance policies as regards theft or damage.

7. Suitability

Displays must be deemed suitable for display in a public library. Determination of suitability rests with the Library Director or designee(s). Works will not be accepted for display if they will be found offensive by viewers were they to be exhibited, including:

- Graphic depictions of sexuality or violence.
- Works that appear designed to ridicule deeply held beliefs or to disparage others for their race, gender, sexual identity, ethnicity, nationality, etc. Since works of art are generally open to interpretation, it may be difficult to determine whether a work belongs in this category. Nonetheless, the library may reject works it considers offensive for any reason.

Artists whose work is not accepted by the Director will be informed that they may appeal the decision to the Library Board of Trustees, to be reviewed at their next meeting. The Board's determination of the appeal is final.

Exhibit space should not be used to advertise a commercial enterprise. Artist contact information may be included on information materials. No price tags may be placed on art objects. Those interested in making purchases are asked to contact the artist.

8. Installation and Removal

The exhibitor, or designated contact person in the case of group exhibits, is responsible for installing and removing the exhibit at the agreed-upon time during regular library hours. Exhibitors who fail to remove displays on or before the specified date may lose the opportunity to display in the future. Works left on display beyond the removal date will be taken down by staff. The library is not responsible for damage or loss caused by staff removing the exhibit. The library will not provide storage for the property of exhibitors. Only a library representative can transfer an exhibit reservation to another exhibitor.

9. Publicity

It is the exhibitor's responsibility to publicize exhibits, although the library will mention the exhibit on its website and in its monthly newsletter.

10. Exhibit-Related Events

Exhibitors wishing to hold an event in conjunction with their exhibits must make arrangements with the Library Director.

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Display Agreement Form

I, _____ understand and agree that Bentley Memorial Library and the Town of Bolton are allowing me to display works of art or my personal collections at Bentley Memorial Library on the following dates:

Start date: _____ End date: _____

Place of Exhibit: ___ Large display case in lobby
 ___ Small display case in Children's Room
 ___ Wall space behind Reference Desk
 ___ Other (Describe) _____

Description of Exhibit: _____

I have read Bentley Memorial Library's Exhibit Policy, I agree to its terms, and I understand that neither Bentley Memorial Library nor the Town of Bolton assume any responsibility or obligation for any loss or damage to any item or items so displayed. That any exhibit materials are not and will not be covered under any Town of Bolton or Bentley Memorial Library insurance policy. That I am responsible for insurance coverage for the items being displayed, and the burden is on me to do so at my own cost.

I further understand that I am responsible for installing and removing all pieces in the exhibit at a time and date agreed upon with Bentley Memorial Library staff, and that items may not be removed from the exhibit without staff permission before the date listed herein.

Exhibitor's Signature

Date

(Print) Exhibitor's Name _____

Address _____

Telephone Number _____

E-mail Address _____

Staff Signature

Date