



EXHIBIT & DISPLAY POLICY

Purpose

It is the policy of the Belleville Public Library to encourage exhibitions and displays of paintings, photographs, historical displays, and other artwork as space permits. This policy reflects the Library Board of Trustees' belief that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the area. The Library provides an attractive place where people may enjoy and learn from these displays.

Description of Exhibit Spaces

Areas available to the public for displays and exhibits are:

- **Kringle Art Exhibit Area**
 - Dedicated to a rotating, curated display of hanging artwork from local artists, regional artists, and art collections. Art will be displayed on a 10' gallery rail located in the central portion of the Library. The Guest Art Curator will select and coordinate the monthly exhibits.
- **Teen Art Exhibit Area**
 - 10' gallery rail in the Teen Area for the work of young artists, with priority given to local middle school and high school artists.
- **Glass Display Case in Quiet Reading Room**
 - A locked, lighted 48" case with six shelves.
- **Glass Display Case in Community Room**
 - Two adjoining locked, lighted 36" cases with five shelves each.

Policy and Guidelines

- 1) Requests to schedule a display may be made through the Library. All items will be on loan for the duration of the exhibit/display. Those interested in the Kringle Art Exhibit Area will be put in contact with the Guest Art Curator.
- 2) Exhibit/display spaces will generally be booked for one month.
- 3) Belleville Public Library provides space for exhibits and displays. However, it does not advocate or endorse the viewpoints of the exhibits or exhibitors.
- 4) Religious and political exhibits and displays are permissible for informational purposes. Displays or exhibits which advocate for a single issue, specific candidates/parties, or referendum ballot initiatives will not be permitted.

- 5) No organization or individual shall be permitted to sell or advertise for sale any pieces of art in the Library, nor to place in the Library any receptable for the purpose of soliciting donations. This restriction does not apply to the Friends of the Belleville Public Library.
- 6) Exhibitors may display and make available contact information such as business cards and small signs with artist contact information.
- 7) Exhibits and displays will contain material suitable for all ages in a public library setting. The Library Director shall have the final decision on the content and arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the manner of display. The exhibitor may appeal to the Library Board by filing an appeal in writing within ten days of refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

Exhibitor's Responsibilities

- 1) It is the responsibility of the exhibitor to set up and remove the exhibits at the scheduled times.
- 2) Artwork for the Kringle and Teen Art Exhibit Areas must be framed and able to use the art rail's hanging system. No direct attachment to the walls will be permitted.
- 3) The exhibitor will plan the layout of the exhibit and discuss any special display needs with the Director or designee in advance.
- 4) Library staff will aid in the adjustment of glass shelves in the display cases.
- 5) Items may not be fastened in any way that would damage display cases or display area. Only designated display areas may be used. No alterations to the walls or to the space will be allowed.

Publicity

- 1) The Library may promote exhibits and displays through our website, social media, newspapers, fliers, newsletters, and print materials distributed near the display.
- 2) Artists will provide the Library with photos of their work and grant permission to have images used for exhibit promotional purposes as part of the Exhibit and Display Agreement.
- 3) Additional information, such as a short biographical piece, a description of the exhibit, and information about the artist's creative process, inspiration, and medium may be requested for use in exhibit promotion.

Responsibility for Exhibit and Display Items

- 1) Belleville Public Library assumes no responsibility for damage or theft of any item displayed or exhibited. All items placed in the Library for exhibit are so placed at the owner's risk.
- 2) All exhibitors must sign an Exhibit and Display Agreement, which includes release from liability, before any artifact may be placed in the library.

Reconsideration of Exhibits

- 1) Patrons may not exercise censorship to restrict the freedom of others. We invite those with concerns to first discuss them with a library staff member.
- 2) A formal process for handling exhibit challenges will be followed to ensure that challenges are handled in an attentive and consistent manner.
- 3) No items will be sequestered to control access during the review process.
- 4) Patrons requesting that an item be withdrawn from the exhibit/display may complete a Reconsideration of Exhibit form.

Approved: 12-13-2022