

POLICY

Category: Access and Facilities
Number: E.7

Title: **Art Wall Exhibit Policy**

Effective Date: March 17, 2004

Authorized By: CFL Board of Trustees

Last Revision or Review: New

References: ALA Library Bill of Rights

The Cudahy Family Library welcomes the opportunity to allow individuals, community groups, and organizations to use the Library's art wall exhibit space. Space is provided for exhibits of an educational, cultural, civic, charitable, commercial, or recreational nature. It is not the intent that the exhibit space be used for commercial advertising or political purposes.

In accordance with the American Library Association's *Library Bill of Rights*, exhibit space is made available on an equitable basis, regardless of the belief or affiliations of individuals or groups requesting its use. Materials in an exhibit will not be excluded because of the origin, background, or views of those contributing to the creation of the exhibit. Preference will be given to exhibits created by local residents and organizations.

The Cudahy Family Library endeavors to present a broad spectrum of opinions and viewpoints. The Cudahy Family Library does not endorse the beliefs or viewpoints of topics which may be the subject of an exhibit.

The Cudahy Family Library determines the terms and conditions under which artwork will be accepted and displayed, the length of time it will be exhibited, the placement, and any other conditions affecting the exhibit. The Library Director is designated as the Library Board's representative in setting up the terms and conditions of any exhibit. The Library reserves the right to refuse part or all of an exhibit or to change the manner of display.

Space Available

The art wall is located to the right of the Circulation Desk, at the beginning of the Library's "main street." It is approximately 20 feet long by 7 feet high.

Application Process

Persons wishing to exhibit their work must submit the *Request for Exhibit Space* form to the Library Director. Art exhibits may be shown at the Library for a period of up to 60 days. An individual or group may not reserve the exhibit space more than two times in a calendar year. If there are numerous requests for exhibit space, new exhibitors will take precedence. The Library reserves the right to change, reschedule, or cancel exhibits when necessary.

At the time of booking, exhibitors may be requested to bring in a sample of the art to be displayed. Photographs of examples of the artist's work may be attached to the *Request for Exhibit Space* form. At the time of installation of the exhibit, the artist must provide the Library with an inventory list of all the works and their estimated value.

Principles of Use

1. Single works do not constitute an exhibit.
2. Artists will work with the Library Staff in placing the artwork to develop an effective exhibit. The actual hanging and removal of the exhibit will be the responsibility of the artist. All work must be framed and ready to hang. Exhibitors must provide their own labels for the exhibit, with the information displayed neatly and clearly, as well as articulately stated.
3. The artist will keep the work on display for the complete period as scheduled and will remove the exhibit promptly at its completion. Displays may not be changed after the installation, and individual pieces of the display may not be removed during the exhibit period.
4. Exhibitors may not give their exhibit reservation to another individual or group.
5. The Library reserves the right to publicize the exhibit and any related events.
6. Artists may not display prices in the descriptive information about each work. Artists are encouraged to include biographical and contact information as part of their exhibit.
7. Library staff are not authorized to act as "agents" in the sale of art displayed on the art wall.
8. The Library will not provide storage for the property of the exhibitors.
9. Applicants that are denied the use of the exhibit wall can appeal to the Library Board for a review of the Library Director's decision. Written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least five business days before the next Library Board meeting.
10. The Cudahy Family Library and the City of Cudahy accept no responsibility for the preservation, protection, or possible damage or theft of any item exhibited. All items placed on display at the Cudahy Family Library are done so at the owner's risk. All exhibitors are required to sign the *Request for Exhibit Space* form which releases the Library from any responsibility for exhibited items.

Cudahy Family Library
Request for Exhibit Space

Date _____

Name of Applicant _____

Address _____

Telephone _____ E-mail _____

Proposed Exhibit Dates: _____

Description of Exhibit:

I, the undersigned, provide the aforementioned materials for exhibit at the Cudahy Family Library for the time period confirmed by the Library Director. I will also provide an inventory list of all the items to be displayed when the exhibit is installed. I have read and understand the Cudahy Family Library Art Wall Exhibits Policy. I understand that the Cudahy Family Library and City of Cudahy accepts no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited and that all items placed on display at the Cudahy Family Library are done at the owner's risk.

Signature _____ Date _____

____ Request Approved

CONFIRMED EXHIBIT DATE: _____

To be filled in by the Library Director

____ Request not approved because:

Notes from Director:

Director's Signature _____

Date _____
Access & Facilities. E.7.3