

## EXHIBIT AND DISPLAY POLICY

### Basic Policy Statement

The purpose of The Deer Park Public Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy, the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits. Exhibits/displays using these facilities shall promote one or more of these purposes:

- To promote Deer Park Public Library services, collections, or programs;
- To highlight current issues, events or other subjects of public interest;
- To display arts, crafts, photographs, writings or collections when they promote or compliment the mission of The Deer Park Public Library.

### Guidelines for Displays

**AREAS FOR DISPLAY:** Shall be determined by The Deer Park Public Library.

**CANCELLATION:** The Deer Park Public Library reserves the right to cancel displays at any time for any reason.

**EXHIBITOR:** Each exhibitor must execute an exhibit agreement with The Deer Park Public Library prior to display. This Exhibitor's Agreement and Release shall include a descriptive list of all items included in the display. The name and telephone number of the exhibitor may be included in the display. No items shall be displayed until a signed Exhibitor's Agreement and Release and a list of all items included in the display are provided to The Deer Park Public Library. The group or individual providing the display must supply and labor all equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to The Deer Park Public Library. All pieces to be displayed should be framed and/or mounted and suitable for hanging safely. Exhibitors agree to leave their work for the period stipulated in the storage for the property of exhibitors beyond the period specified in the Exhibitors Agreement and Release. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.

**HOURS FOR EXHIBIT:** Shall be determined by The Deer Park Public Library.

**LIBRARY SECURITY:** The Deer Park Public Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

**LIABILITY:** The Deer Park Public Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

**RECEPTIONS:** Arrangements for receptions and other exhibit-related events are the responsibility of the exhibitors and require prior approval of The Deer Park Public Library.

**PUBLICITY:** The Deer Park Public Library must approve all public relations announcements and advertising prior to dissemination. The Deer Park Public Library assumes no responsibility for publicizing exhibits.

*Adopted February 23, 2005*