

MARTIN COUNTY LIBRARY SYSTEM

TO: ALL LIBRARY STAFF
FROM: JENNIFER SALAS, LIBRARY DIRECTOR
PREPARED BY: RICHARD REILLY, DEPUTY LIBRARY DIRECTOR
SUBJECT: EXHIBIT POLICY

EFFECTIVE DATE

12/26/1999
Revised 09/15/2005
Revised 02/16/2011
Revised 09/25/2019

PURPOSE:

To assure adherence to the display of exhibit pieces

AUTHORITY:

Library Board of Trustees, Library Director

POLICY:

The Martin County Library System agrees to display selected exhibit pieces in designated common areas of the library with the following guidelines.

1. The exhibit pieces chosen and the location for the display will be approved by the branch manager or his/her representative.
 - a. Exhibit pieces should be of sufficient artistic merit to warrant inclusion in the library. This usually requires that the pieces must be unique, created by an artist of established reputation, or recognized potential.
 - b. Exhibit pieces should be compatible with the character of the library and appropriate for a public library setting.
 - c. Exhibit pieces will not detract from or conflict with the permanent installations.
 - d. Exhibit pieces must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
2. The library, its guests, employees, volunteers, and patrons will not be held responsible for the loss, damage, or wear and tear, of any item on display.

The library agrees to be responsible for coordinating the display of selected exhibit pieces within the following guidelines.

1. A list will be provided to the library, listing each piece, its location in the library, the artist and/ or owner, and the date of its installation and removal.
2. The exhibit piece or pieces are on loan to the library.
3. A copy of the Exhibit Policy agreement must be signed by the exhibitor and be in the possession of the library representative or the branch manager prior to the installation of the exhibit.
4. The Exhibit piece must be signed for at the time of pick up by the exhibitor or designee.
5. Sale of tangible goods is permitted at co-sponsored events or displays when all the following conditions are met:
 - The materials sold are related directly to the program.
 - The sale is determined by the library to contribute to the Library's mission and goals.

APPROVED BY: _____ **DATE:** _____
Jennifer Salas, Library Director

APPROVED BY: _____ **DATE:** _____
Library Board of Trustees

Exhibit Agreement and Release

MARTIN COUNTY LIBRARY SYSTEM

The Martin County Library System (hereafter referred to as the library). The library agrees to display selected exhibit pieces in designated common areas of the library with the following guidelines.

- The exhibit pieces chosen and the location for the display will be approved by the branch manager or his/her representative.
- The library, its guests, employees, volunteers, and patrons will not be held responsible for the loss, damage, or wear and tear, of any item on display.
- The library agrees to be responsible for coordinating the display of selected exhibit pieces within the following guidelines.
- A list will be provided to the library, listing each piece, its location in the library, the artist and/or owner, and the date of its installation and removal.
- The exhibit piece or pieces are considered to be on loan to the library.
- A copy of the Exhibit Policy agreement must be signed by the exhibitor and be in the possession of the library representative or the branch manager prior to the installation of the exhibit.
- The Exhibit piece must be signed for at the time of pick up by the exhibitor or designee.

Sale of tangible goods is permitted at co-sponsored events or displays when all of the following conditions are met:
Materials sold are related directly to the program.

The sale is determined by the library to contribute to the library's mission and goals.

The undersigned declares to be the rightful owner of the pieces or the representatives of a group which agrees to submit the pieces for display at the library. The undersigned agrees to abide by the above restrictions, and to hold the library, the library representative, the branch manager, harmless of any liability associated with the display of the pieces.

Description of the exhibit (please print legibly)

DATES OF THE EXHIBIT FROM: _____ **TO:** _____

EXHIBITOR: _____

Home Phone: _____

Street Address: _____

City, State, Zip Code: _____

EXHIBITOR SIGNATURE _____

DATE: _____

LIBRARY REPRESENTATIVE _____

DATE: _____

RELEASE SIGNATURE _____

DATE: _____