

Policy and Procedure Manual	Section B3.3
Public Policy Display Policy Procedures for Loading and Unloading Artwork and Displays	Issued : October 9, 2008 Revised: February 20, 2017 Approving Authority: Administration

Procedures for Loading and Unloading Artwork and Displays

This procedure addresses appointment times, parking and transport to designated display areas within the library.

1. Collections approved for display and booked by the Outreach Services Department will be contacted and given a load-in appointment three (3) weeks prior to the exhibit. All appointments will be the actual time allotted for loading in. Any missed appointments will be subject to re-scheduling by the Outreach Services Staff.
2. The location for all loading will be the garage located behind the library to the south of the staff entrance. This is referred to as the North Garage Door.
3. Those with collections for display at the library will arrive at their appointed time near the designated garage door and proceed to call the Outreach Services Department at 708-428-5110 and notify the department that they have arrived for loading. Should the artist not have a cell phone, please call from the phone located by the staff door. This phone will automatically ring staff who will then contact Outreach Services.
4. The garage door will be opened and the artist may park and begin unloading their artworks. All artworks, exhibitions and collections will be loaded in and out via this entrance. No collections will be loaded via any other library entrances.
5. Outreach Services staff will provide a cart, a release form packet and their assistance helping those to their designated display area only. The artist is responsible for hanging and displaying their artworks and collections.
6. Loading times for collections may only be booked for times when Outreach Services Staff are available. This may exclude some week nights and weekend days.
7. Outreach Services Staff will call the third week of the display run and schedule an appointment time for loading out collections. Load out arrangements may be made at the time of load in.
8. The load out for all artworks, exhibitions and collections will be made in the same manner as the load in procedure stated above.