

Policy and Procedure Manual	Section B 3.1
Public Policy Display Policy Rules and Regulations	Issued : September 20, 2004 Revised: February 20, 2017; Revised: January 6, 2021  Approving Authority: Administration

### **Display Rules and Regulations**

The library will designate spaces of displays and exhibits to make best use of display units and areas and/or to make collections accessible to library patrons.

All display must adhere to established guidelines for exhibiting as follows:

1. Individuals or groups providing exhibits must supply labor and/or equipment needed to prepare, mount, provide professionally created signage and install the display.
2. The exhibit space/unit must be left in the same condition in which it was found when installing the display. Unless materials and mounting hardware are removed as scheduled without resulting in damage to display space/unit, you may be refused future use and/or required to pay for clean up and damages.
3. The library will not provide supplies or equipment necessary to mount displays.
4. Please do not use double sided foam tape, sticky labels, nails, or tape.
5. Price tags are not allowed on any exhibit piece.
6. All art collections must demonstrate good technique, a perspective and it must be cohesive.
7. Display artists are required to submit images of at least 4 pieces that are indicative of the exhibit as a whole. The final delivered exhibit needs to be cohesive with these items.
8. Collection items must be consistent with the exhibit description and sample pieces agreed upon. Changes to a booked collection exhibit must be indicated prior to the newsletter copy being due to the marketing and graphics department. Copy due date will be communicated to the display artist during the booking process.

Prospective displayers must fill out an Exhibit Release form prior to the display date.

Materials displayed with permission from the Communications Manager for the kiosk will have a display time limit of one month.

All displays must be installed during normal operating hours of the library and when department staff are present.

*Procedures and/or rules and regulations are developed in conjunction with a policy and are subject to change on an as needed basis.*