

## **PORTSMOUTH PUBLIC LIBRARY**

### **EXHIBIT AND DISPLAY POLICY**

**Exhibit and display space in the Portsmouth Public Library is primarily reserved for the purposes of highlighting Library collections, services, and events.**

**As scheduling permits, the Library makes available space for groups, organizations, or individuals to exhibit in the library. Space is provided for educational, cultural, civic, or recreational exhibits.**

**Exhibits are not accepted for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits or displays on the subjects of religion and politics are allowed.**

*The purpose of the exhibit policy is to provide guidance in the selection of exhibits; to inform the public about the principles upon which exhibits are arranged; and to encourage equitable utilization of exhibit areas by artists in the Portsmouth area.*

#### **Goals of the Exhibits:**

- To broaden horizons by presenting a wide range of art, collections, or displays
- To support community educational, cultural and artistic activities
- To nourish intellectual, aesthetic and creative growth

#### *Content of Exhibits/Displays*

Exhibits and displays must be of an educational, cultural or civic nature. Exhibit/display space will be granted to qualified individuals or groups, with preference given to Portsmouth residents and organizations, regardless of their beliefs or affiliations, provided the content of the exhibit/display is within the broad standards of community acceptability and is appropriate for all age groups, including children.

#### *Selection & Scheduling of Exhibits/Displays*

The Library Director, in consultation with the Library Exhibit Committee, shall have the authority to consider requests and to grant permission to set up exhibits and displays. The Committee will review exhibit/display applications no less than twice a year.

All exhibits and displays will be considered in terms of the Library's mission to provide educational and cultural enrichment. The following will also be considered when selecting and approving exhibits and displays:

Suitability of subject matter for the full range of Library visitors

Quality of the presentation

Local, regional or historical interest

Artistic expression

Significance of the contributor to the community

Space requirements; ease of installation

Timeliness; appropriateness to special events, holidays or community activity

Preference will be given to exhibits and displays created by City staff, Portsmouth residents and educational, cultural or civic organizations.

The Library reserves the right to determine the schedule of exhibits/displays, including the length and location of exhibits/displays. The Library reserves the right to refuse any exhibit or display proposal. The Library further reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit/display for violation of this policy.

In presenting exhibits and displays, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

#### *Installation of Exhibits/Displays*

Exhibitors are responsible for installing and removing exhibits/displays on the dates agreed upon by the Library and the exhibitor, and for all measures necessary for installation and removal of exhibits/displays, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies needed for same. All exhibits/displays must be set up and removed with as little interference as possible to the daily operations of the Library. The Library will not provide storage for the property of organizations or individuals displaying in the Library.

At no time will the placement or content of a display or exhibit interfere with regular Library service.

If necessary, exhibitors are responsible for providing any attendants for their exhibits. The Library does not provide staff to serve as attendants during an exhibit.

Exhibits must conform to the space restrictions of the exhibit areas provided.

Each exhibit/display must contain an informative explanation to assist the general public in discerning the subject or purpose of the exhibit/display. This information may be provided by explanatory labels on individual items, in poster or sign form, or be contained within the exhibit/display itself.

No prices may be posted on items in an exhibit/display nor may an admission fee be charged. Transactions for the purchase of exhibit/display items shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit/display material which is sold during its display in the Library may be removed before the end of the exhibition period.

The Library Director or her designee shall have the final decision on the arrangement of all exhibits/displays and reserves the right to reject any part of an exhibit/display or to change the manner of display.

### *Financial Responsibility*

Exhibitors must be familiar with the Library's Exhibit and Display Policy, must fill out and sign an application form and submit a letter stating the value of the exhibit. They must also assume the risk of damage to the exhibit and agree to hold the library harmless from loss by damage or theft to works on display, or removed by the library if not removed as scheduled by the exhibitor.

The Library does not insure exhibits. If the stated value is in excess of \$15,000 the exhibitor shall insure the material exhibited and shall provide a certificate of insurance showing sufficient coverage in the claims made section and listing Portsmouth Public Library as an additional insured.

Exhibitors agree to be responsible for and to pay for any and all damages to Library property including exhibit/display spaces, walls, floors, grounds, furniture and fixtures resulting from the installation or removal of an exhibit/display.

### *Exhibit and Display Space Available*

1. Levenson Community Meeting Room and connecting hallway.
2. Hilton Garden Inn Meeting Room
3. MacLeod Board Room
4. Youth Wing entrance and walls (Available for exhibits and displays of special interest to children and teens or produced by them)
5. Flat glass exhibit case in lobby near Community Wall of Recognition
6. Lobby area (Available on limited occasions at the discretion of the Library Director or her designee)

The Walker Art Hanging System is installed in display areas. The exhibitor may supplement the art hanging system with standing easels or panels that do not in any way impede entrance or egress to or from the meeting room or hinder use of the room at maximum capacity. Nothing should be attached to walls. Do not use tape, labels, thumbtacks, or adhesives for signage on any of the walls in the library.

Exhibits in the meeting room shall be available to the general public only when no other meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any exhibit while a meeting is in session.

Exhibitors may book one of the Library's meeting rooms for a "Meet the Artist" reception. Use of the meeting room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room Policy.

### *Application Procedure*

Applications may be made up to one year in advance and no less than one month in advance.

Applicants must provide examples of material to be exhibited. Slides, photographs or color copies of artistic work must be submitted for review with an itemized list of the artworks to

be exhibited, an artist's biography, and an artist's statement. Applicants are responsible for arranging the return of their review materials.

Applicants must fill out and sign an application form, which includes library disclaimers of liability, and be familiar with the Library's Exhibit & Display Policy.

No person other than a library representative may transfer an exhibit reservation to another artist.

Adopted by Library Board of Trustees  
at the regular meeting June 18, 2008