

## **PORTSMOUTH PUBLIC LIBRARY EXHIBIT AND DISPLAY POLICY**

Exhibit and display space within the Portsmouth Public Library are 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.

The purpose of this exhibit policy is to provide guidance to the Library staff and Exhibits committee 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 within the library by artists in the Portsmouth area.

### **Exhibit Goals:**

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

### **Exhibit Guidelines:**

- Space is provided for educational, cultural, civic, or recreational exhibits on an equitable basis.
- Content of proposed exhibits and displays must be of an educational, cultural or civic nature.
- 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.
- 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 is the responsibility of the Exhibits Coordinator, in consultation with the Exhibits committee. The Exhibits Coordinator and Committee shall have the authority to consider requests and to grant permission to set up exhibits and displays upon the final approval of the Library Director. 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 criteria will be considered by the Exhibits Committee when selecting and approving exhibit and display proposals:
  - 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 local educational, cultural or civic organizations.
  - Preference will be given to exhibitors including public programming, workshop, or similar public offering for Portsmouth Community in their exhibit proposal.

- The Library reserves the right to determine:
  - The final schedule of exhibits/displays, including the length and location of exhibits/displays.
  - To refuse any exhibit or display proposal.
  - To refuse or remove any material judged unsuitable or to rescind an exhibit/display for violation of points in this policy.
- In presenting exhibits and displays, the Library:
  - Does not imply endorsement of the beliefs or viewpoints of their subject matter.
  - Endeavors to present a broad spectrum of opinions and a variety of viewpoints.

### **Application Procedure**

- Applicants must fill out and sign an **Exhibit Proposal form**, which includes library disclaimers of liability.
- Applicants must be familiar with this **Library Exhibit & Display Policy**.
- Applications may be made up to one year in advance and no less than two months in advance.
- Applicants must provide examples of material to be exhibited with the Exhibit proposal. Photographs, digital images, or color copies of examples of the work must be submitted for review.
- Applicants must provide a biography and an artist's statement.
- Applicants are responsible for arranging the return of their review materials if necessary.

### **Financial Responsibility**

- Exhibitors must be familiar with this **Library Exhibit and Display Policy**.
- Exhibitor must fill out and sign an **Exhibit Proposal Form** and submit a letter stating the value of the exhibit.
- Exhibitors 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**

1. **Levenson Community Meeting Room** and connecting hallway.
2. **Hilton Garden Inn Meeting Room** (Daily public access limited).
3. **MacLeod Board Room** (Daily public access limited).
4. **Youth Wing entrance and walls** (Available for exhibits and displays of special interest to children and teens or produced by them, and final approval by the Youth Services staff).
5. **Flat glass display cases** (2) in lobby.
6. **Wall Unit display case** in lobby
7. **Lobby area** – 3 dimensional items, no hanging system  
(Lobby space is available on limited occasions at the discretion of the Exhibits Coordinator, with Exhibit Committee approval, and final approval of the Library Director).

## Other Space considerations

- Access to any of the public meeting rooms to view an exhibit or display may be limited when a scheduled public, or library event, occurs. Exhibits in the Levenson room shall be available to the visiting public when no meetings are in session. *Please consult the Library Calendar of events for day to day room availability.*
- No scheduled meetings shall be interrupted to set-up, remove, or view any exhibit while a meeting is in session.
- The Walker Art Hanging System is installed in most display areas. <https://www.walkerdisplay.com/>
- 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 regular use of the general library, or the meeting rooms at maximum capacity. *Please default to staff knowledge on this topic.*
- *Nothing* may be attached to walls. Do not use tape, labels, thumbtacks, or adhesives for signage on any of the walls in the library. *Please consult with the Exhibit Coordinator to plan signage and labels.*

## Upon Exhibit Approval / Scheduling

- The Library's primary function is not as a gallery or museum. Coordination of exhibits must occur in and around regular library activities. Exhibitors must adhere to and respect the appointed times for installation, deinstallation and other scheduled exhibit events. *The library strongly recommends:*
  - Installations should not require more than 1 or 2 Library staff members to assist.
  - Installation should not take more than 4 hours of time.
  - Labels and other printed materials should be ready at the time of installation.
  - If any of the above cannot be met, alert the staff in a timely way so library assistance *may* be provided.
- Installation/deinstallation - Exhibitors are responsible for:
  - Complete installation and removal of exhibits/displays on the agreed upon dates by the Library and the exhibitor.
  - All activities necessary, within Library guidelines, for installation and removal of exhibits/displays, including but not limited to:
    - Shipping
    - Packaging
    - Storage
    - Signage (see publicity section for more information)
    - Labels
    - Framing with appropriate hanging apparatus
    - Any special equipment/supplies needed for installation.
  - Installation and deinstallation must be performed with as little interference as possible to the daily operations of the Library.
  - Respecting the Library staff, the other primary functions of the Library, and all agreed upon scheduling.
- Group exhibits
  - The coordinator of an approved group exhibit must coordinate all aspects of artist's drop-off, pick-up, installation, deinstallation, labels, bios, etc. *Library may assist with pre-approved planning.*
- 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.
- Exhibits must conform to the space restrictions of the exhibit areas provided.
- 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.

- No prices may be posted on items in an exhibit/display nor may an admission fee be charged.
  - No sales may be made on the Library campus.
  - Transactions for the purchase of exhibit/display items shall be made directly between the purchaser and the exhibitor and not on the Library campus.
  - No exhibit/display material which is sold during its display in the Library may be removed before the end of the exhibition period.

### **Exhibit Signage / Text**

- 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.
- Labels, and all supporting text, should be ready to hang at the time of the installation.
- Library staff may guide creation of labels and signage to be in-keeping with library standards, but it is the responsibility of the exhibitor to provide suitable labels.

### **Publicity**

- The library staff shall undertake publicity and PR of approved exhibits on behalf of the exhibitor.
  - Exhibitor must provide personal information, exhibit description, and high-resolution images for use by our Public Relations staff in a timely way as indicated by the Exhibits Coordinator.
  - If materials are not supplied in a timely way the library is not responsible for lack of publicity.

### **Reception/Programming**

- Exhibitors are encouraged to coordinate a “Meet the Artist” reception for the public and/or a public program. Use of the Levenson meeting room will be allowed for these purposes subject to the terms and conditions outlined in the **Library's Meeting Room Policy**. *Please plan this event with the Exhibits Coordinator.*
  - Reception/program details:
    - Receptions are at the exhibitor’s own expense.
    - Exhibitor may provide finger food and refreshments.
    - On occasion the library will provide beverages.
    - No hotpots or cooking on the premises.
    - Use of the kitchen is allowed for Levenson events.
    - Some utensils and serving items are available for use in the kitchen.
    - Set up and clean up are the responsibility of the exhibitor.
    - Absolutely no alcohol in our public campus.
    - Library staff will be available to assist with prior planning as Library schedules allow.

### **Other**

- No person other than a library representative may transfer an approved exhibit reservation to another artist.
- The Library Director 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.
- Failure to respect all of the mutually agreed upon policies will negatively impact future consideration for exhibiting at Portsmouth Public Library

Adopted by the Library Board of Trustees at the regular meeting on July 17, 2019