



Display and Exhibit Policy

I. Purpose

The Southwest La Plata Library District (SWLPLD) maintains attractive displays in order to promote library materials, highlight materials that align with our patrons' interests and need for information, increase public awareness of the library's resources, and enhance patrons' enjoyment of the library. Additionally, SWLPLD may display tangible items, such as artwork, for the enjoyment and enrichment of our community members and patrons.

While the library director retains oversight for all library operations, responsibility for displays and exhibits resides with each library's branch manager.

Designated library exhibit and display spaces do not constitute a public forum.

II. Definitions

Display: Arrangements of books, DVDs and other items where they can be easily seen. May include signage explaining the significance of the display.

Exhibit: A public display of art or items of interest.

III. Displays

Library displays are designed to appeal to a range of ages, interests and information needs. Because SWLPLD values each of its patrons and strives to create welcoming environments at all of its locations, displays shall not have the intent of being disturbing or contentious. Patrons disturbed by a display should discuss their concerns with the branch manager or library director.

Displays will be developed by each branch manager or designated staff members. As a general rule, branch displays will not be curated by outside

organizations or individuals. The following criteria are considered when making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national events
- Relation to library collections, resources and programs

IV. Exhibits

SWLPLD may partner with other community agencies, organizations, educational institutions, or individuals to develop and present exhibits. Exhibitors should meet with the branch manager at the site they wish to host their display to determine appropriate dimensions and weight limits for the displayed items.

A. Physical Limitations

- All exhibits at SWLPLD locations must be suitable for the site's physical limitations, which vary from location to location.
- Exhibits must fit the physical space available.
- Exhibits must be hung or displayed with the hardware in place at the exhibit location.

B. General Requirements

- Items should not require climate control or physical security.
- Items must be displayed in specifically designated exhibit areas.
- Items that could constitute a safety hazard cannot be accepted for exhibit.
- Items may not require special maintenance.
- Items may not interfere with the public service activities of the location.
- Exhibitors placing materials on display must agree to assume all risk for articles exhibited. Insurance covering the value of the exhibit will be the responsibility of the displaying artist.

C. Exhibit Procedures

1. Exhibit Requests

- Interested parties must contact a library's branch manager to request display space.

- Photos or examples of the items to be displayed must be provided to the branch manager (via email or in person).
- All exhibit requests will be reviewed on a first-come, first-served basis. However, priority will be given to requests that further SWLPLD's strategic plan initiatives.
- Prior to receiving the approval for the exhibit, the artist will be required to complete an "Exhibit Agreement and Release Form."
- Prior to receiving the approval for an exhibit, the artist will be required to sign a disclaimer releasing the library from all responsibility for loss or damage to the items in their exhibit.

2. Selection Criteria

Library exhibits will be selected based on the following merits:

- Artistic merit
- Aesthetics
- Exhibit quality
- Condition
- Cultural Relevance
- Relation to the community, local heritage, and interests.

3. Rejected Requests

- SWLPLD reserves the right to reject any part of an exhibition or to change the manner of display.
- SWLPLD reserves the right to reject requests that do not reflect a subject matter conducive to display in venues frequented by young children and families.
- Requests that are disrespectful to a person, culture, gender, belief system, etc. will be rejected. The branch manager and library director will determine whether or not a requested exhibit demonstrates disrespect. Their decision is final.

4. Exhibits

- All submitted items must be ready to display, matted, and with a hanging device, or based for 3-dimensional work.
- Artists submitting items for display may include an artist statement with the artist's name, title of work, date of work, artistic medium, and any additional information.
- The artist statement must be display ready.
- The branch manager has discretion regarding whether or not to display the artist's statement.

- Items selected for display must be put up and taken down by the artist, or artist's representative, on the day and time agreed upon by the branch manager and artist.
- SWLPLD reserves the right to dispose of all artwork not retrieved.
- Responsibility for any damage to library property caused by the installation, display or dismantling and removal of an exhibit rests with the artist.
- Exhibits will remain in place a minimum of 30 days, unless otherwise approved by the branch manager.
- Exhibits are only accessible when the facility is open to the public.
- SWLPLD reserves the right to include exhibits on website and social media posts.

5. Sale of Artwork

- Art displayed at SWLPLD facilities may be for sale, but will not be sold by SWLPLD staff.
- Individual price cards may not be placed with the exhibited artwork.
- Information regarding sales must remain private between the artist and interested purchaser.
- Artists may provide business cards for interested patrons during the time their exhibit is in place.

V. Posting of Notices

SWLPLD may post notices for area nonprofit organizations on its bulletin board adjacent to the front entry. Acceptable notices for the bulletin board should not exceed 8.5 x 11 inches.

Notices from individuals and businesses will not be accepted for posting at the library.

SWLPLD does not provide public notice space for individuals wishing to advertise items for sale, or to request or provide services.

Postings regarding library services and programs, along with library board meeting announcements, will receive priority over other postings. The library reserves the right to remove postings for any reason.

Approved by the SWLPLD Board of Trustees 9/15/2024