

DISPLAY AND EXHIBITS POLICY

Falmouth Public Library

The Falmouth Public Library provides exhibition space to feature art as part of the library's cultural mission and in support of the community. Exhibition and display spaces support the civic, intellectual and cultural pursuits of the community, and displays are to be of an educational, cultural, intellectual, charitable or recreational nature, and for displaying the works of area artists and craftspeople.

The Art Walk gallery space in the Main Library is available for exhibits of artwork, with priority given to works of local and regional interest. The Library also offers exhibit cases for community use. Displaying artwork and similar items in the library enhances the library's environment for patrons and helps to promote local art and artists. There is limited availability for exhibits in the North Falmouth and East Falmouth branch libraries.

The Library reserves the right to review all materials to be displayed in advance. The Library reserves the right to make final decisions on the content and scheduling of all Gallery Exhibits.

1. Library sponsored or cosponsored exhibits take precedence over other exhibits at all times and the library reserves the right, without notice, to reschedule or cancel the use of the display areas by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes.
2. The Library does not charge for the use of display and exhibition space.
3. Exhibit spaces are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. The Library endeavors to present a broad spectrum of opinion and viewpoints.
4. The Library does not endorse content nor employ agreement or disagreement with the beliefs of viewpoints expressed in the exhibits and displays.
5. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.
6. No display or exhibit space may be used for commercial purposes.
7. Exhibits and displays should be appropriate in scale, material, form and content for the Library environment. The Library discourages materials containing images that include significant elements of sexually explicit imagery or graphic depictions of violence.
8. The Library discourages material that would be deemed to be of a harassing or offensive nature.
9. No proselytizing religious material or partisan political recruitment materials are permitted.
10. Press releases and other promotional materials regarding the exhibit shall not imply endorsement by the Library of the viewpoints put forth in the exhibit.
11. Publicity shall be approved by the Library prior to distribution.

Approved by the Trustees on May 2013, July 2016

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12. Exhibitors are responsible for providing insurance coverage for all items exhibited or exhibit at their own risk. A waiver of liability must be submitted to the Library prior to the installation of the exhibit.
13. The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of this policy.
14. The Board of Trustees delegates to the Library Director or his/her designee the authority to determine if an exhibition is in the best interests of the Library.

Responsibilities

1. Individuals or groups desiring to use Library exhibition space must be reserved in advance. Exhibitors will submit a completed exhibition form, which includes the space desired, applicable dates, contact information, and other relevant information.
2. Exhibitors must adhere to the schedule of dates and times established for setting up and taking down artwork.
3. Exhibit materials not removed from the Library within 30 days of the close of an exhibit may be disposed of by the Library.
4. Artwork must be ready to hang with two-dimensional work having proper matting and/or framing.
5. The artist or artist's representative is responsible for both hanging and taking down the exhibit.
6. The Library provides supplies for hanging. No additional hooks, nails, glue, tape, or other fasteners or adhesives may be used to attach art to the walls.
7. Artists may host a public reception in one of the meeting rooms during public hours, in accordance with the Meeting Room Policy. Costs associated with receptions (including invitations, food, and beverages) are the responsibility of the artist. No alcoholic beverages are permitted.
8. Artists wishing to host a lecture or demonstration during the show must book a meeting room for that purpose.
9. The Library coordinates the display of all exhibits and, as a courtesy to exhibitors, will include the exhibit in the standard library publicity. Artists may also contact the local media or promote the exhibits in other ways themselves and at their sole expense.
10. All exhibited works must remain throughout the duration of the scheduled show.
11. The Falmouth Public Library is not responsible for lost, stolen, or damaged items and does not insure exhibits. The Library encourages artists to obtain a rider on his or her insurance policy for the duration of the exhibit. Artists will be required to complete and sign a waiver/release of Library liability before any works of art are exhibited.
12. Posted information about exhibited pieces may include prices and contact information. Library staff shall not be responsible for handling any money from the sale of items displayed. Any items sold during a display period shall remain on display until such time as all items are scheduled to be removed from the exhibit.

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Artist Waiver

1. I acknowledge and agree that exhibiting my art in the Falmouth Public Library involves the possibility that my property, including, without limitation, any art or other items on display (collectively, the "Property") may be damaged, lost, or stolen during the exhibition. I acknowledge the Falmouth Public Library and its Trustees and Administration are not responsible for lost, stolen, or damaged art and that I am assuming the risk of loss of the Property by exhibiting.
2. I am aware that the Falmouth Public Library does not insure the Property, and that I must acquire my own insurance if I so choose.
3. I am aware that the Falmouth Public Library has the absolute right, and sole discretion, to remove or relocate any Property, and any such action shall be deemed a modification of the artist's rights of attribution and integrity pursuant to the Visual Artists Rights Act.
4. I agree to adhere to the requirements listed in the Sales Policy, which stipulates that there be no selling of any kind, with the only exceptions outlined, for Library programs.
5. By signing this waiver, I hereby agree to indemnify and hold the Falmouth Public Library, its trustees, employees, and representatives, harmless from any and all intellectual property infringement claims, including but not limited to patent, copyright, or trademark infringement claims.
6. By signing this waiver, I also agree to waive any personal injury or property damage claim, now or in the future, that I may suffer as a result of the "Art Exhibit", and I agree to indemnify and hold the Falmouth Public Library, its trustees, employees, and representatives harmless from any and all personal injury or property damage claims, now or in the future, that I may suffer or cause at the "Art Exhibit".
7. I hereby represent and warrant that I have read this Art Exhibit Waiver Form in its entirety and fully understand its contents. I have signed this waiver voluntarily and of my own free will. By signing this waiver, I release, indemnify and hold harmless the Falmouth Public Library, its trustees, employees, and representatives from and against any and all claims of personal injury or property damages relating to the above provisions.

Participant Signature _____ **Date** _____

Parent/Guardian Signature (if applicable)

_____ **Date** _____

I am the parent or guardian of minor participating in the Art Show. I have the legal authority to execute this waiver on the minor's behalf and approve its contents.

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