

Presque Isle Community Library	
Title:	Displays, Art, and Exhibits Policy
Original Adoption Date:	10/14/2014
Suggested Review Cycle:	Every 6 years
Revision Date(s):	July 12, 2016

PURPOSE: To outline the purpose and function of displays, art, and exhibits at the library.

POLICY: As an educational and cultural institution, the Presque Isle Community Library welcomes exhibits, art, and displays of interest, information and enlightenment to the community.

GUIDELINES:

1. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.
 - a. With the permission of the owner, displayed items may be sold, but only the paid Library staff, not volunteers, may be involved in the collection of payment for sold items.

2. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk, although the Town's Building and contents insurance may provide some reimbursement resulting from covered losses.

3. Areas available to the public for displays and exhibits are the glass exhibit case, specific wall areas, and the general bulletin board.

4. A release must be signed by the exhibitor before any artifact can be placed in the library. The release form follows:

Public Library Display, Art, and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Presque Isle Community Library for exhibit purposes. In consideration of the privilege of exhibiting the art in the Library, I hereby release said Library from responsibility for any loss, damage, or destruction while it is in the possession of the Library.

Exhibition location _____

Exhibit Dates _____

Description of materials exhibited _____

Signature _____ Date _____

Address _____ Telephone _____

email: _____

Furthermore, I do ____, do not ____ agree to have my name, address and phone number placed with the display/exhibit.

I do ____, do not ____ wish to sell displayed items. Items intended for sale are to have a price tag affixed. I understand it is my responsibility to collect and pay sales taxes.

Public Library Display, Art, and Exhibit Receipt
(Prepare in duplicate)

Art Work Title: _____

Artist: _____

Price Paid: \$ _____

Payment form: _____ cash/check

Buyer's name: _____

Date _____