

NAPPANEE PUBLIC LIBRARY

EXHIBIT/DISPLAY PROPOSAL and AGREEMENT

I have read and accept full responsibility for the display of my items according to the terms of the Exhibit and Display Case Use Policy.

NAME _____ DATE _____

NAME OF ORGANIZATION (if applicable) _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ EMAIL _____

WEBSITE _____

TITLE OF EXHIBIT _____

LOAN PERIOD 30 Days 60 Days

DESCRIPTION OF EXHIBIT _____

PREFERRED DATES OF EXHIBIT _____

NUMBER AND SIZE OF ITEMS _____

SIGNATURE _____

DATE _____

Feel free to attach additional pages if necessary.

For Internal Use Only: ___ *Approved* ___ *Declined*

Received by _____ Display Date _____ Install Date _____ Pick-up Date _____

NAPPANEE PUBLIC LIBRARY

OUR MISSION

To maintain and improve the quality of life for our community by providing resources that enhance and contribute to an individual's knowledge and enjoyment.

EXHIBIT/DISPLAY POLICY

The Nappanee Public Library invites local organizations and residents to submit exhibits of local, cultural, artistic, or educational interest for temporary display within the library.

Limited space is available. The Adult Services Manager must approve any exhibit or collection before it can be displayed and will determine the most appropriate location for the exhibit.

Collection displays or art exhibits may be shown at the Library for no more than 60 day periods of time. An individual or group may not reserve exhibit space more than 2 times in a calendar year.

The Library reserves the right to change, reschedule or cancel exhibits when necessary. In such instances, the Library will put forth reasonable effort to give ample advance notice of such preemption and to assist the requestor in reserving another date.

Persons wishing to exhibit their work must sign an Exhibit and Display Agreement.

CRITERIA

Library staff evaluates exhibit and display proposals based on the following criteria:

- Relevance of subject matter to the Library's mission, collections, and resources
- Historical and educational significance to the community
- Popular appeal to wide audiences and diverse community interests
- Professional treatment of exhibition content
- Quality of exhibition design, implementation, artistic merit, and originality
- Suitability to and availability of Library exhibition spaces
- Connection to other exhibitions or programs in the community

The Library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of library exhibits, whether library-initiated or sponsored by an individual or group from within the community. A disclaimer to this effect may be placed in each exhibit case.

Exhibits may not include defaming or obscene materials as defined by the United States Supreme Court, or material which could lead to a breach of peace or which advocate the violation of state criminal laws. It is not the intent that this space be used as advertising space for commercial enterprises, political candidates or political parties

SALES

No prices, sale notices or advertising other than the artist's name may be affixed to artistic pieces.

SECURITY

The Library is not responsible for loss or damage incurred while the exhibited items are in the Library. All items placed in the Library are placed there at the owner's risk. Irreplaceable items or items of great value should not be included in the display.

The Library is also not responsible for the storage of displayed items. We request that items be picked up in a timely manner after display period has ended.

Questions? Feel Free to contact Brittney at bmoudy@nappaneelibrary.org or 773.7919 ext. 215

Adopted by the Nappanee Library Board of Trustees: November 29, 2018