



## Exhibit and Display Policy

*Approved by the Lawrence Public Library Board of Trustees ("Library Board"), December 21, 1998. Revised October 16, 2006; February 20, 2023. Next review date: February 2026.*

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### Introduction

The Library believes the arts play a vital role in our ability to communicate a broad spectrum of ideas to all people, and that developing an understanding and appreciation of visual and performing arts promotes artistic literacy.

The Library offers opportunities for the community to both express themselves and experience art by hosting exhibits that reflect the diverse voices in our community and collections, and provides exhibit space to showcase work from anyone living in Douglas County, Kansas. The Library will consider hosting traveling exhibits or exhibitions from non-Douglas County residents on a case-by-case basis and/or when working in collaboration with a community partner justifies widening the scope.

We believe that exhibits and displays in the Library offer:

1. a means for public expression by individuals and groups in the community and enrich the Library by allowing it to serve in a community forum role as a place for diversity of opinion, voice, and perspective
2. a space that generates conversation, reflects our community as a whole, and supports our mission as a place that inspires learning, connecting, creating, and growing

### Exhibit Space and Application

Library exhibit areas are available to the public on a first-come, first-served basis, and are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library sponsored exhibits and displays will have priority.

The Library has the right to review the materials before the exhibit is set up. Material which, in the judgment of the Library's Executive Director, the Marketing & Patron Experience Coordinator, and the

library's Art Team, is obscene or gruesome will not be exhibited. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

Views and opinions expressed in the Library's art and display spaces are those of the lender and do not necessarily reflect official policy or position of Lawrence Public Library, nor in any way constitute an endorsement by the Library of their policies or beliefs and no claim to that effect may be used in advertising.

Applications are reviewed by the Library to determine eligibility prior to granting approval. In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the exhibit area, the Library's Executive Director will be consulted, and if necessary, the Lawrence Public Library Board of Trustees ("Library Board").

The Library Board shall be the final authority in granting or refusing permission to use the Library's exhibit areas.

Exhibit areas in the Library are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Library and the community. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Library.

It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group.

The exhibitor will supply a complete inventory of the exhibit and the value of each item before the exhibit is set up. The Library assumes no responsibility for loss of or damage to exhibited materials.

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

## **Installation and Removal of Exhibits**

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit. Library staff are not available to assist with installing and removing artwork.

Individuals or groups using the Library's exhibit spaces may not install their work prior to the date on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided.

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The using individual or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of Lawrence Public Library as shall be caused or inflicted by the using individual or organization.

Exhibits must be removed on or before the scheduled removal date. Exhibits which are not removed by that date will be removed by Library staff and held while attempting to contact the owner. Failure to make arrangements for pick-up of artwork or display materials in a timely manner may lead to art and display items being discarded, regardless of their value.

## **Descriptive Labeling**

Each exhibitor will supply and display descriptive information to describe the purpose, title, ownership of the exhibit, whether or not the work is for sale, and contact information for sales inquiries (unless waived by the Library Director). This practice will enhance the effectiveness of exhibits and displays.

Library staff are not available to assist with designing and printing exhibition labels or literature.

## **Responsibility for Loss or Damage**

Each exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item as part of their exhibit application unless waived by the Library Director.

Each exhibitor agrees, as a condition of the display of their exhibit in the Library, that the Library assumes no responsibility for loss of or damage to exhibited materials, and agrees to forever release and discharge the Library, its officers, trustees, invitees, agents, and employees from all such loss or damage.

Each exhibitor agrees to hold Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and shall indemnify the Lawrence Public Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorneys' fees).

## **Exhibit Cancellation**

The Library Director and Library Board reserve the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action.

If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.