

# **BETHLEHEM PUBLIC LIBRARY**

## **DISPLAY AND EXHIBIT POLICY**

*Policy adopted by Board of Trustees October 15, 1996*

*Policy amended January 13, 1997*

*Policy amended September 9, 1998*

*Policy revised October 12, 2004*

Bethlehem Public Library provides public forum space to the community for educational, informational, and cultural exhibits. Space is booked in advance; confirmation is provided one month prior to the exhibit. Exhibitors are encouraged to provide information pertinent to their displays for the edification of viewers.

### **Wall Space**

Hallway wall space is available for hanging artwork. Reservations may be made up to 24 months in advance. Artists are limited to one individual show in a 24-month period. Group shows are limited to 2 per year.

### **Floor Space**

Exhibits may be set up in front of the mural directly opposite the entrance to the library proper. Available space is approximately 18' by 3' and will accommodate up to three exhibits, each 6' by 3'. Reservations must be booked 1-6 months in advance.

### **Glass cases**

The library provides two locked exhibit cases suitable for display of small items and collections: one in the lobby and one in the Children's Place entryway. Reservations may be made up to a year in advance.

### **Community notice board**

The bulletin board and literature rack to the right of the library entrance are available for public notices and distribution of organizational literature. Notices are dated and posted by library staff and will be removed after two weeks. Notices must be no larger than 8 ½" x 11". Posting of business advertisements is prohibited.

## **General rules and guidelines**

- All age groups use the library on a regular basis. Proposed exhibits should be suitable for viewing by all ages.
- The library does not advocate or endorse the viewpoints of exhibits and exhibitors.
- Exhibits may not be used for commercial purposes, advertising, or political campaigns. Prices may not be affixed to exhibited items.
- Priority is given to library-sponsored exhibits. The library reserves the right to pre-empt scheduled exhibits on 30-days' notice.
- Exhibitor must complete a reservation form and sign an indemnification agreement holding the library harmless from liability in case of damage to loss or theft of the exhibited items.
- Exhibit identification signage will be provided by library staff.
- Exhibitor's name, address and telephone number will be made available to any patron upon request.
- Exhibits may be set up on the first day of the month and must be removed by the last day of the month, during library hours. Arrangements for use of tables, hanging rods, hangers, or ladders should be made when exhibit space is reserved.
- Setup and takedown must be done by the exhibitor; library staff cannot help with setup or takedown. The library cannot provide storage space for display items. Exhibits must present no fire, safety or personal hazard.
- The library, its director and Board of Trustees, reserve the right to refuse, cancel, limit or impose time, place and/or manner restrictions upon any display or exhibit. Appeals from any decision by the library, its director or Board of Trustees refusing, canceling, limiting or imposing restrictions upon any display or exhibit should be made in writing to the Library Board of Trustees.