



**Exhibition Policy**  
10/18/2017

**Introduction**

The mission of the Norfolk Public Library includes preservation of and access to the historical record of our society and to serve the cultural, educational and informational needs of the people of the Town of Norfolk and the Commonwealth of Massachusetts.

In support of this mission, the Library provides exhibition space. All exhibitions are governed by this Policy. The Library retains authority over evaluation, selection and scheduling of exhibitions. Currently, the Norfolk Cultural Council selects exhibitions. All proposed exhibitions require approval of the Library Director. Library-sponsored exhibitions have priority. Exhibition requests are evaluated by the Library based on, but not limited to, the following criteria:

- Relevance of subject matter to the Library’s mission, collections, and resources,
- Historical and educational significance, particularly as it relates to the cultural heritage of the Town of Norfolk,
- 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,
- Inclusion of additional related public programming such as book discussions, films, gallery talks, lectures, children’s programs, and/or workshops, and
- Connection to other exhibitions or programs in the community presented at or about the same time.

**Preference**

Preference is given to exhibits and displays created by staff, Norfolk residents, non-profit organizations and local schools. Exhibits for commercial purposes are not allowed. Exhibits may be placed only in designated areas.

**Suitability of Exhibits**

Exhibit space is open to adults and children of all ages. Items to be exhibited must be deemed suitable for public display in a public library. Exhibitors may be asked to provide photographic examples of representative work before an exhibit is scheduled. Determination of suitability rests with the Library Director and Board of Trustees.

### **Duration of Exhibits**

The Norfolk Public Library allows artists to display their artwork for a period of one month. This period may be extended at the discretion of the Library Director. Exhibits should be displayed by the first weekend of the month and taken down during the last weekend of the month to allow incoming artists time to set up their own work. Exhibitors interested in displaying their material should contact the Library Director.

### **Charges, Costs and Use Restrictions**

Exhibitions must be free of charge and open to the public. All related costs are the responsibility of the exhibitor. Except as noted below, Library exhibition spaces may not be used for commercial or political purposes, nor for the solicitation of business, for profit, or for fundraising, except for fundraising that supports the Library.

### **Exhibit Application and Waiver of Liability**

All exhibitors are required to sign an Exhibit Application and waiver of liability. These forms are appended to the policy.

### **Setup and Takedown**

Exhibitors are responsible for setting up their own materials, arranging, and dismantling their exhibit. The library staff is not available to assist with setting up or taking down exhibits.

### **Responsibility**

The Norfolk Public Library is not responsible for lost or damaged items. All artists must sign a waiver accepting full responsibility for the safety of all items in the exhibit.

The Library will make every effort to maintain an exhibit in the arrangement constructed by the exhibitor. However, the Library reserves the right to disassemble the exhibit should any unforeseen need arise.

### **Sale of Exhibited Items**

The Library does not engage in selling or negotiating the sale of items on behalf of exhibitors. Exhibitors may provide a sale price tag, display card with exhibitor name and contact information, and are responsible for conducting all sales inquiries directly with purchasers.

### **Indemnification**

All individuals, organizations and groups exhibiting at the Norfolk Public Library shall indemnify, defend and forever hold harmless the Norfolk Public Library, its officers, agents and assigns, the Board of Library Trustees, the Town of Norfolk, its officers, agents and assigns, and the Norfolk Cultural Council, its officers, agents and assigns from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error, or relating to personal injuries, property damage, or any other claim arising from the individual/organization/group's exhibit or use of the Library's exhibition spaces.

**Exhibit Application**

Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Include with this application:**

- **Cover letter** with a brief description of the proposed exhibition. Please include biographical information or resume.
- **Five or Six digital images** (or photographs is sending via US mail) of recent work, each labeled with artist’s name and title/size/medium of piece.

**Sign Indemnification Agreement:**

I, \_\_\_\_\_, agree to indemnify, defend and forever hold harmless the Norfolk Public Library, it’s officers, agents and assigns, the Board of Library Trustees, the Town of Norfolk, its officers, agents and assigns, and the Norfolk Cultural Council, its officers, agents and assigns from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error, or relating to personal injuries, property damage, or any other claim arising from the individual/organization/group’s exhibit or use of the Library’s exhibition spaces..

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send this application to the either:**

- Email: [ncc@norfolk.ma.us](mailto:ncc@norfolk.ma.us) (for scanned documents)
- US Mail: Norfolk Cultural Council, One Liberty Lane, Norfolk, MA 02056

Library Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Adopted 3/15/2017

Adopted 10/18/2017