



Exhibition Policy

POLICY: It is the policy of the Norfolk Public Library (NPL) to provide residents and others exhibition space in the furtherance of its mission to provide residents of all ages a welcoming environment where the library resources of space, collection, technology, and programs promote and encourage lifelong learning, recreational interests, cultural exchanges, and a sense of community.

DEFINITIONS:

Exhibition: the display of materials in a physical or digital format in spaces of the NPL, designated by the Library Director, that are open to the public and free of charge.

PROCEDURE:

Selection and Approval

1.The NPL has delegated the selection of exhibitions to the Norfolk Cultural Council. Exhibitors interested in displaying their material should contact the Norfolk Cultural Council at ncc@norfolk.ma.us.

2.The NPL, through the Library Director, retains authority over evaluation, selection and scheduling of exhibitions. All proposed exhibitions require approval of the Library Director.

3.Exhibition requests are evaluated by the Library Director 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.

4.Library-sponsored exhibitions have priority over all other proposed exhibitions.

5.Preference is given to exhibits and displays created by staff, Norfolk residents, and individuals from non-profit organizations and students from local schools.

6. Exhibits for commercial purposes are not allowed.

Suitability of Exhibits

1. Consistent with the American Library Association *Library Bill of Rights*, exhibition requests shall not be denied, nor exhibitions canceled or exhibits censored or removed because of the ideas or topics of the materials or the views expressed by the exhibitors or because someone may disagree with the content. Specifically, the *Library Bill of Rights* states that:

- “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” (Article I)
- “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” (Article II)
- “Libraries which make exhibit spaces ... available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” (Article VI)

2. The NPL has posted a permanent notice stating that exhibition spaces are available as a service for the public and are not necessarily reflective of the library’s viewpoint.

3. Notwithstanding procedure statement #1 immediately above, because 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.

4. Exhibitors may be asked to provide photographic examples of representative work before an exhibit is scheduled.

5. Determination of suitability rests with the Library Director.

6. Any individual who objects to the content of an exhibition and or the determination of suitability is able to request a reconsideration of the Library Director’s decision by completing the Request for Reconsideration of Library Materials form pursuant to NPL Collection Development Policy. This is reviewed by the Trustees who make the final decision regarding all requests for reconsideration.

Exhibition Rules

1. Exhibits may be placed only in designated areas.

2. The NPL 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.

3. 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. No person other than the exhibitor or an authorized library staff member may remove or block access to any exhibited material.

4. Exhibitions must be free 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.

5. 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.

6. 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.

7. 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.

9. All exhibitors are required to sign an Exhibit Application that includes a waiver of liability. The Exhibit Application is Appendix I of this policy.

REFERENCE: ALA *User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights* (retrieved from <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards>)

CANCELLATION: This policy cancels all previous policies, procedures, memorandums, messages, and directives on this subject.

APPLICABILITY: This policy applies to all NPL trustees, staff members, and patrons.

REVIEW DATES: Adopted 3/15/2017; revised and adopted 10/18/2017; revised and adopted 1/24/18; revised and adopted 12/19/2018; revised and adopted 12/18/19.

Appendix I

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.

Sign Indemnification Agreement:

I, _____, agree to 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..

Signature: _____ Date: _____

Send this application to either:

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

Library Director Approval _____ Date _____