



## Exhibition Policy

**POLICY:** In partnership with the Norfolk Cultural Council (NCC), the Norfolk Public Library (NPL) seeks to provide residents and local community members 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 committee of representatives from NPL and NCC, that are open to the public and free of charge.

*Exhibition Committee:* chaired by the Director of the NPL and consists of 4-5 representatives from both the NCC and NPL.

*Local community members:* Residents of Norfolk and the bordering towns: Franklin, Wrentham, Plainville, Foxboro, Walpole, Medfield, Millis, and Medway. The NPL and NCC reserve the right to invite or approve artists beyond these communities.

### PROCEDURE:

1. Open Call for Submissions will be clearly publicized on both NPL and NCC websites. Applications must include the following:
  - Artist name, contact information, and address
  - Artist statement and synopsis of exhibition proposed
  - List of works to be considered for exhibition:
    - (a) Including thumbnail images, titles, materials, and dimensions
    - (b) This list should be representative of all works to be exhibited
    - (c) Any additional works not included in the list will be approved for exhibition by the committee's discretion
  - Submission should include any written texts or labels to be include in the exhibition
2. Submissions are reviewed quarterly by the Exhibition Committee and the schedule is set from there. All exhibitions are installed in the Community Room at the NPL, a public

space accessible to all residents and visitors of Norfolk.

3. The Exhibition Committee will not accept displays, exhibits, posters, etc. which are judged illegal, offensive or inappropriate for a Public Library setting (i.e. one that is free, open to people of all ages) as it is a multi-purpose space. Displays that promote discrimination against persons or groups will be refused.
4. The Director may select exhibition items if the Exhibition Committee does not meet because its members either declined or did not respond to requests to meet.
5. Exhibition requests are evaluated by the above-mentioned committee 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
6. Display space will be made available on an equitable basis. The Exhibition Committee is committed to equal opportunity for all qualified candidates and encourages a diverse pool of applicants to apply to use the exhibit space at the NPL. The Committee will endeavor to choose exhibits that are diverse, represent a variety of media, subject matter, and style that are appropriate to the community and the public space it occupies.
7. The Exhibition Committee, following approval of the exhibition and availability on the calendar, will work with the artist to finalize materials to be included for display. In addition, as part of the exhibition approval process, the Director or Associate Director will communicate with the artist to schedule a mutually convenient time for installation and take-down of the exhibit. The exhibitor is responsible for installing, arranging, and dismantling their exhibit. All hanging straps must be removed and put into the provided storage box. Library staff are not available to assist with this process.
8. If the artist would like to leave contact information inviting the public to reach out, the artist may do so.
9. The NPL and NCC gladly welcome ideas for public programs accompanying the exhibition; for example, artist's talks, demonstrations, or lectures.
10. As space is limited, Library-sponsored exhibitions have priority over all other proposed exhibitions.
11. Exhibits for commercial purposes are not allowed.

## **Exhibition Rules**

1. Exhibits may be placed only in designated areas and with approved hardware.
2. All exhibitions will be on view for a period of one month. This period may be extended at the discretion of the Exhibition Committee.
3. No person other than the exhibitor, Director, or Associate Director 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. All selected exhibitors are required to submit and sign an Exhibit Agreement that includes a waiver of liability prior to installation. The Exhibit Agreement can be found [here](#).
8. 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. Any individual who objects to the content of an exhibition that has been approved by the Exhibition Committee may fill out a Request for Reconsideration of Library Materials form pursuant to NPL Collection Development Policy. This form may be obtained in person at the Library. The Director, in consultation with the appropriate staff or committee member(s), will then re-examine the item in question. A decision on the inquiry around the item will be made on the basis of the Exhibition Policy.
  - a. The Director's decision may be appealed to the Board of Library Trustees, who shall be the final authority.
  - b. Pending the decision of the Trustees regarding a request for reconsideration, the Library Director may take any action regarding the objection to an exhibit item that they believe is in the best interest of the NPL, its patrons and staff, and the community-at-large. Such action could include removing the item from the exhibit or permitting its continued exhibition until the Trustees make a final decision.

**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.