

“Library on Display” Guidelines and Regulations

The Director may grant the privilege of placing exhibits and displays in the library, subject to the following conditions:

- (1) The library retains authority over the selection, content and arrangement of all exhibitions and as such retains the right to reject any part of a collection or to deny exhibit space to any user. Display or exhibit of items in the library does not indicate endorsement of the issues, events, items, or services promoted by the displayed materials.
- (2) Exhibits that are solely for commercial purposes, including the sale of goods and services, will not be considered.
 - a. Exhibitors shall not charge fees for viewing items placed on display within the library.
 - b. No prices may be displayed on items that are available for purchase, although a card (not to exceed 3” by 5” in size) may provide contact information for sales after the exhibit or display has been dismantled.
 - c. For security and inventory purposes, the staff of the library cannot open display cases to show items to potential buyers or permit items to be removed for sale.
- (3) Exhibitors will be responsible for the setup and dismantling of their displays and must provide all materials needed for proper exhibition.
 - a. Staff members will be responsible for the moving of glass shelving and the locking and unlocking of the display case.
 - b. Exhibitors must provide an itemized list of displayed work at the time of setup, and the library will return said list with all materials.
 - c. Nails, screws, or other fasteners that may leave a mark on any part of the display case may not be used. Please consult a staff member for approved display methods and materials.
- (4) Exhibits shall not contain dangerous or hazardous materials, including but not limited to explosives, biological, or chemical material, any device that creates noise while on display, or perishable materials.
 - a. The Director reserves the right to exclude exhibit items if they are determined to be illegal or would pose a hazard to library patrons or staff.
 - b. Exhibitors will assume responsibility for any damage that is caused by the exhibit to the display case, building, or any other equipment.
- (5) The library staff will take reasonable care of exhibits and secure all material in a locked display case whenever possible, however the library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done at the owner’s risk.
 - a. Exhibitors are encouraged to obtain insurance for items of value.
 - b. Exhibitors will be required to sign a form waiving the library of all liability.
- (6) Items must be removed from the display case on an agreed upon schedule. Items not removed as scheduled will be removed by staff and secured for 30 days. In the event the owner of the display does not reclaim all materials after this 30 day period, the library assumes ownership of all materials with the right to see or dispose of the property in accordance with local ordinance.

Exhibitor Application and Agreement

Please complete this application and return it to the Bill Memorial Library to reserve the Library on Display museum case for your collection, artwork, or craft item.

Name: _____ **Date:** _____

Address: _____

City/State: _____ **Phone:** _____

Email: _____

Preferred Month for Display: _____ **Year:** _____

Second Choice Month: _____ **Year:** _____

Brief Description of Items to be Displayed (Please also attach an itemized list of items):

I, the undersigned, have read and agree to the Library on Display guidelines and regulations and hereby lend the following works of art or other material to the Bill Memorial Library of Groton, CT for exhibit purposes only in accordance with the aforementioned regulations. I also grant the library permission to include my name and images of my artwork/collection in publicity, including the library's website and/or social media accounts. I release the Bill Memorial Library and its staff and trustees from all liability regarding the protection and preservation of my collection.

Signature _____ **Date** _____

Library Director _____ **Date** _____

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**BML STAFF:**      **Set-Up Date:** \_\_\_\_\_

**Take-Down Date:** \_\_\_\_\_