

## **GALLERY EXHIBIT POLICY**

### **PURPOSE**

As an institution for education and the exchange of information and ideas among its patrons, the Library welcomes the opportunity to allow community groups, local organizations, or individuals to use the designated gallery space of the Library for the monthly display of art.

### **ONE MONTH EXHIBITS**

Each exhibit is scheduled for the period of one calendar month. The display period begins on the first day of the month and ends on the last day of the month.

### **NO FEE**

The Library does not charge a fee for the gallery space.

### **MATERIALS DISPLAYED**

All artwork must be "ready to hang," i.e., matted and framed with Plexiglas as opposed to glass. All pieces of artwork must be hung using the Library's existing display system. No pieces of art may be hung on the walls in any other manner.

Artworks must be of an appropriate size and quantity to fill the gallery space. Each exhibit must be accompanied by a sign that conspicuously contains the name of the exhibiting artist(s) (or the group and institution to which the artists belong) and states that the Library does not endorse the artwork.

Sculpture and non-hanging artwork must be reviewed and approved for placement within the Library to assure safety/stability of the artwork and concern for patrons and staff.

All materials in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Library Board do not assume responsibility for damages or loss suffered on its premises, nor the cost of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit. The Library does not carry insurance on any items owned by the exhibitor. Exhibitors are encouraged to insure any valuable displayed materials.

The Library will not provide storage for the property of organizations or individuals displaying in the Library. All exhibitors are required to sign the attached form which releases the Library from any responsibility for displayed items.

### **PROHIBITED DISPLAYS**

The artwork displayed and the manner in which it is displayed will be regulated to the extent necessary to prevent the artwork's physical characteristics from interfering with Library patron and staff use of the facilities for study, work, learning, and enjoyment.

The Library welcomes expression of all viewpoints, but artworks may not advertise commercial endeavors, advocate the election of specific candidates or seek to influence the votes of a legislative body or the policy decisions of a governmental body. Furthermore, to prevent injury to Library patrons, material that threatens violence or intimidation of any individual or group; is obscene, defamatory, or invades a particular person's privacy may not be displayed.

#### **REMOVAL OF MATERIALS BY LIBRARY**

The Library will remove immediately any artwork violating these policies from the gallery space. The Library will not be responsible for the storage or condition of any artwork removed.

#### **INSTALLATION AND REMOVAL OF DISPLAYS**

A signed Release Form must be on file before installation begins. Artwork will be installed and removed by the exhibitor.

#### **PROCEDURE FOR COMMUNITY GROUPS OR LOCAL ORGANIZATIONS**

By invitation or application.

The Library's gallery will be made available for the display of artworks by recognized groups with amateur artists from local schools, art & photography clubs, etc. A completed Submission Form is required for consideration.

#### **PROCEDURES FOR INDIVIDUALS**

By invitation or application.

An individual artist may submit an application for display of artwork. Acceptance of this application is based on space availability, ties to Flossmoor and artistic merit at the discretion of the Library Director.

Revised by the Board of Trustees: January 13, 2015

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