

Portland Library

**20 Freestone Avenue
Portland, CT 06480
860-342-6770**

Exhibits Policy

The Portland Library welcomes the opportunity to allow community groups, organizations or individuals to use the Library for exhibits of an educational, civic or recreational nature which will be of interest to Library users.

Groups are invited to submit exhibits provided they elect one person to represent them to coordinate their exhibit with the Library.

Exhibits are booked through the Administrative Assistant. Artists or collectors interested in exhibiting their work or collections may be asked to provide photographs or examples of representative work before an exhibit is scheduled.

Exhibits normally are scheduled on a one-month basis, depending upon the calendar and the mutual convenience of the Library and the exhibitor.

All exhibitors are required to sign an Exhibit Agreement, listing the contents of their exhibit and acknowledging receipt of a copy of the exhibit policy.

It is the responsibility of the displayer to set up and remove the display. The exhibit will be set up by the exhibitor during library hours at a time agreed upon with the Library Director. The exhibitor is responsible for ensuring that items to be displayed on walls are prepared for hanging. The Library will provide hooks for hanging the exhibit.

Acceptance of an exhibit by the Library does not constitute an endorsement by the Library or the Town of the group's or individual's policies. The Library Board recognizes that the Library is used by people of all ages. The final decision as to the suitability of a display will be made by the Library Director. The Library reserves the right to decline any exhibit in accordance with the Library's best interests. Exhibits for commercial purposes are not allowed.

The Library is not in any way involved in the sale of any exhibit item. The Library will display a list of titles of items in an exhibit together with the exhibitors address and/or telephone number if such information is provided by the exhibitor. Neither prices nor sold signs may be posted however a price list may be made available.

If any sales result from the exhibit, the artist agrees to donate 10% of the sales to the Library.

The Library will make every effort to protect materials displayed but exhibitors should recognize that the Library is a public building used by a large number of people. Some insurance coverage

is provided through a general Town policy but if exhibitors feel that they need more coverage they must make their own arrangements for additional insurance.

The Library is unable to provide storage for the property of organizations or individuals displaying in the Library.

The Library reserves the right to publicize the exhibit and related events. The artist may not independently publicize the exhibit without permission of the Library Director. The artist may plan a formal opening or reception and should clear the date with the Library Director. Food and beverages may be served but alcoholic beverages are prohibited.

The exhibits are open to the public during library hours. However, if an exhibit is displayed in one of the Library's meeting rooms, the room will be used for other programs and events. Persons wishing to view exhibits should check with the Library for availability of the room.

Because display space is limited, as a general rule the Library is unable to accept donations of art for permanent display in the Library.

Approved by the Library Board

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