

Exhibits Portland Library

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. The artist liaison or, in the absence of a liaison, the administrative assistant, will be the contact for arrangements of Flood Room exhibits.

Exhibits are scheduled depending upon the calendar and the mutual convenience of the Library and the exhibitor. The Mary Flood Room provides a space for changing exhibits of hanging art in accord with this policy and Library procedures. The display cases are used for display of collections of small items.

Exhibits are booked through the Administrative Assistant or, in the case of art shows, the Library's artist liaison who will serve as a contact person. 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.

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. Forms and procedures will be made available to the artist before the exhibit is in place.

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 appropriate contact. 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.

Exhibitors should recognize that the Library is a public building used by a large number of people. In the event of loss or damage, the artist will be responsible for the amount of the deductible and shall be responsible for any financial losses in excess of the limits on coverage of the Town's umbrella policy. Therefore, an artist may wish to arrange for his own 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 review media releases that publicize the exhibit and related events. The artist may not independently publicize the exhibit without permission of the Library Director or designee. The artist may plan a formal opening or reception and should clear the date with the designated contact person. 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
November 21, 1988

Affirmed, October 18, 1993
Revised June 15, 1995
Revised January 16, 1997
Revised September 18, 1997
Revised December 7, 2000
Revised May 16, 2002
Revised January 25, 2007

Exhibit/Display Case Agreement
(To be completed by Exhibitor)

Portland Library

General description/type of materials exhibited:

Exhibit location:

Commencing:

Ending:

Contact Information to be released to the public:

Name:

Phone:

E-mail:

I agree to place the following items in the Portland Library for exhibit purposes:

Description

Value

These items will be (check one)

kept in a locked case displayed in a public area or meeting room

Items will be for sale: **Yes** / **No** If yes, date of sale: _____

If yes, price list must be provided. Library staff will make price list available to a limit of 50 copies.

I have received and read a copy of the Portland Library Exhibits Policy and agree to comply with it.

I understand that the Library's insurance coverage for exhibits is limited to \$25,000.

I understand that I may not post prices or "sold" signs but I may provide a price list.

If any sales result from this exhibit, I agree to donate to the Library 10% of any sales to the Portland Library.

Signature:

Date:

Address:

Phone:

E-mail:

Exhibit Release Form
(To be completed by Exhibitor)

Portland Library

Name:

General description of materials exhibited:

I have found the collection that I am removing from the Library to be completely intact and in good condition.

Signature:

Date: