

Exhibits Policy

Fond du Lac Public Library

Board approved: February 19, 2015
Previous policy dated: October 18, 2011

As part of its mission, the Fond du Lac Public Library designates various areas of the library for public exhibit use. Exhibits must be approved by the library and are chosen for their cultural, educational and entertainment value for people of all ages in the community.

Policy

1. Per signed agreement, the Langdon Divers Gallery is managed and curated by a designated community volunteer. All requests for exhibits in the Divers Gallery will be forwarded to the current curator.
2. All other exhibits are to be approved by the appropriate library staff prior to setup. Library staff has the final decision on the content and arrangement of all exhibits and reserves the right to reject any part of a display or to change the manner of the display.
3. Exhibits are presented on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting space.
4. Religious and political exhibits and displays are permissible for informational purposes; displays that proselytize for a single point of view will not be permitted. The library does not advocate or necessarily endorse the viewpoints of exhibits or exhibitors.
5. No fees are charged for providing exhibit space. Exhibitors are prohibited from requesting donations, or in any way soliciting funds except as outlined in item 6 below. Exceptions may be granted by the director in the case of fundraising efforts undertaken for the direct benefit of the Library or Fond du Lac Adult Literacy. Commercial use of the Divers Gallery is not permitted.
6. Artists displaying in the Divers Gallery may offer items for sale by paying a 30% commission exclusively to the library..
7. All publicity material relating to exhibits shall be submitted for approval by the library. Exhibitors may not schedule special openings or events without the permission of the library.

Liability

1. The library and the gallery curator assume no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library for exhibit are so placed at the owner's risk.
2. Individuals or representatives from a group or organization setting up an exhibit in the library are required to complete a Library Exhibit Release Form.

Fond du Lac Public Library exhibit release form

Name of exhibitor/sponsoring group _____

Description of exhibit/display (for Langdon Divers Gallery exhibits, provide title of show)

Requested location of exhibit _____

Contact person _____

Address _____

Email _____ Phone _____

Date of exhibit/display. From _____ to _____

(Note: Gallery exhibit setup/takedown dates established by gallery curator.)

Special circumstances

For gallery exhibitors only:

I **do / do not** (circle one) want the library to sell my artwork in the Langdon Divers Gallery.

I understand that the library will receive 30 percent of the sale price of each item sold.

I agree that the Fond du Lac Public Library (or its agent) is not responsible for any items that are lost, damaged or stolen while on display and that the presentation of any exhibit or display does not represent an endorsement by the Fond du Lac Public Library, its Trustees, staff or its agents.

Authorized signature Date