

## **Gilford Public Library Exhibition Area Policy**

Gilford Public Library welcomes the opportunity to allow groups, organizations, or individuals to use the Exhibition Area for art exhibits. Exhibits and displays are designed as expressions of culture, have educational or civic value and promote the use of the library.

- Displays are accepted at the discretion of the adult services librarian and/or the Library Director. The library reserves the right to reject any part of an exhibit which does not fulfill the stated purpose of public displays.
- The Library has the right to review the materials and to change the manner of display when the exhibit is set up.
- The sponsoring group or individual is responsible for creating the display, setting it up according to schedule, and removing it before the next scheduled display or exhibit. Exhibitors should ask for help in moving the glass shelves. No storage will be provided for the property of exhibitors.
- Exhibits will normally be scheduled for up to a four week period (depending upon space availability). Exceptions shall be approved by the library director.
- Each display will have a card indicating who prepared it and whom to contact for information provided by the exhibitor.
- The utilization of exhibit space by any group or individual shall not imply endorsement or approval by the Gilford Public Library.
- Although the display case is locked, all exhibits are displayed at the risk of the person or agency who provided the exhibit
- First priority will be given to local residents.
- Reservations may be made up to one year in advance. Individuals or groups are limited to a single month annually. Educational groups may schedule more than once a year.
- No price tags may be affixed to works or price lists distributed in the library. A price list may be left at the front desk.