

Topsham Public Library Policy and Procedures Gallery Display

The Crooker Gallery, Highlands Community Room, and other display areas are considered a part of the library's collection space. The library will present materials in these spaces that are consistent with our mission. Materials will be borrowed for display. The decision of what to display will ultimately rest with the Library Director based upon the principles stated in the collection policy.

The **Gallery Coordinator** will procure materials and schedule the displays. The gallery coordinator may be a volunteer or staff member, and will work under the supervision of the Library Director.

Additional criteria that may be used to evaluate appropriateness of materials are:

- 1) Local interest
- 2) Relation to other library programs and collections
- 3) Vitality and originality
- 4) Historical or artistic significance
- 5) Number of pieces
- 6) Availability of space

Exhibits shall be promoted through the use of local media, if possible. Any press releases will be reviewed by the Library Director and exhibitor. The length of the exhibit will be determined by the gallery coordinator and the Library Director.

A promotional flyer may be provided by the artist, however, the lending of materials to the library does not create any right for the artist to display or distribute information in the library.

Topsham Public Library hopes that exhibiting artists will consider a donation of ten percent of the value of any works sold. Topsham Public Library will not negotiate with prospective buyers, promote the sale of any art, or collect purchase money.

Exhibitors agree that all items loaned for the exhibit shall remain on display through the end date of the exhibit. Exhibitors shall remove exhibit items at the agreed upon end date or the library will have the discretion to remove and store all items as it sees fit.

The library assumes no responsibility for loss, damage or theft. All exhibitors must sign a waiver exonerating Topsham Public Library from liability. It is recommended that exhibitors obtain insurance for their items.

I agree to lend my works to the Library pursuant to this policy.

Lender's signature

Date

Approved-3/21/06; amended 9-06; 10-28-15