



Exhibits Procedure

Public use of library display areas is scheduled by library staff on a first come-first served basis after a submitted Exhibits Application is approved.

- Exhibits are scheduled to go up by the first of each month and to be removed during the last week of the month.
- Exhibitors are required to set up and remove their display items during their assigned scheduled time. The Library is not responsible for removing displays.
- A single group or individual may be limited to a single display in a 12-month period.
- The group or individual is limited to displaying their exhibit in one of the three designated spaces: the three panels in the Conference Room, the tall showcase, or the two flat showcases.
- Free-standing exhibits or items hung from the ceiling are not permitted. Additionally, items are not to be mounted on Library columns, walls, doors, or windows.
- Picture hooks may be used to hang items onto the three panels in the Conference Room.
- Exhibitors are responsible for creating their own labels for posting next to works of art on Conference Room wall panels or in display cases. Labels may include name, contact information, and price of work (if applicable).
- The purchase of art is a private transaction made directly between the artist and buyer. The Library does not act as a business agent for artists. Sold works may not be removed until the end of the scheduled exhibit period.
- Exhibitors who would like the Library to publicize their exhibit must fill out a Press Release Information Form at least 3 weeks prior to the exhibit's scheduled display. It is also recommended that exhibitors provide a high-quality photo of the artist and/or of the artist's work.
- Artists may use the Conference Room to hold an artist's reception. The artist is solely responsible for this event. To reserve the room, the exhibitor must fill out Reservation Request Form on the Library's website or speak with a library staff member. Please note that no alcoholic beverages are allowed on library property.
- The library assumes no responsibility for theft, loss, damage, or destruction of items left for display.