

## ART DISPLAY POLICY

### Philosophy

Attractive displays stimulate the imagination and inspire an appreciation of crafts and art. Display space within the library is free and is intended to showcase local art, spotlight local collections of general interest, and introduce library users to national and regional art.

It is not the intent that the exhibit space be used for advertising for commercial enterprises or partisan political candidates and/or parties. The views in the works exhibited are those of the artists and are not necessarily those of the Art Committee or the library. The Library Director reserves the final approval over any recommendations of the Art Committee. The library adheres to the American Library Association's Bill of Rights and its interpretation regarding Exhibit Spaces and Bulletin Boards.

### Liability

The library does not accept liability or provide security for any item on display. The owner of an item to be displayed must sign a hold harmless agreement/intake form as maintained by the Art Committee prior to display. The current intake form is incorporated into this policy for reference.

### Display Areas

Displays may be scheduled for the following areas:

- lobby display case
- lobby hall wall area
- Brubaker Family wall
- inside display cases
- east wall
- Bromley Room
- other areas upon approval of the Library Board

### Art Committee

The Library Board will appoint no less than 5 and no more than 10 committee members representing a cross-section of the local art community for terms of 3 years. The Library Director will appoint a

staff liaison. Vacancy announcements will be posted and applications accepted. Current Art Committee members will review applications and make recommendations to the Library Board.

This committee shall have the following responsibilities based on display criteria established by the committee:

- conduct juried art shows;
- solicit displays for all Library gallery spaces;
- contact artists to schedule displays and to obtain hold harmless agreement;
- supervise installation and take-down of displays;
- advise the Library Board on policies regarding displays.

#### Long-term Loan of Art to the Library District

Art and crafts for long-term loan and display must be reviewed by the Art Committee and approved by the Library Board. The following criteria shall be met:

- Each loan period will be negotiated and agreed upon prior to the installation.
- The artist must sign a hold harmless agreement/intake form as maintained by the Art Committee prior to display. The current intake form is incorporated into this policy for reference.
- The display of art at the library is at will, and the library or artist, may, if the need arises, remove art prior to the completion of the loan period without fault or liability for either the artist or the Library District.

#### Sales

The library does not sell or act as a sales agent for artists. No pricing will be displayed in the lobby display area; however, contact information for artists will be available at the Circulation Desk.

#### Gifts and Donations of Arts and Crafts

As referenced in both the Siuslaw Public Library District's "Art Display Policy" and "Gifts and Donations Policy," donations of arts and crafts must be reviewed by the Art Committee and approved by the Library Board. Accepted donations irrevocably become the property of the library and may be discarded in accordance with library policy on discarding materials and other library property.

Exceptions

The library director has the discretion to make exceptions to this policy as deemed appropriate.

Adopted by the Board of Directors: November 20, 2002  
 Revised by the Board of Directors: May 21, 2003  
 Revised by the Board of Directors: April 21, 2004  
 Revised by the Board of Directors: August 17, 2011  
 Revised by the Board of Directors: March 21, 2012  
 Revised by the Board of Directors: November 20, 2013  
 Revised by the Board of Directors: May 16, 2018

**ART DISPLAY INTAKE FORM – SIUSLAW PUBLIC LIBRARY**

**INVENTORY OF ITEMS & AGREEMENT OF ASSUMPTION OF RISK**

In consideration of agreement by the Siuslaw Public Library to allow me to display items listed below, which are owned or possessed by me or under my control, in the Siuslaw Public Library, Florence, Oregon.

I \_\_\_\_\_  
 (Name) (Phone Number)

I \_\_\_\_\_  
 (Cell Number) (e-Mail)

do hereby assume all risk of loss, damage, or destruction to said items, and I hereby agree to same and hold harmless the said Siuslaw Public Library from any and all such loss, damage or destruction.

**Inventory of Items**

Media	Title of Piece	Date (if known)

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_  
 (Art Committee Member)

\*\*\*\*\*  
 I acknowledge that on this date \_\_\_\_\_ I have received all items I had on display at the Siuslaw Public Library, and that all items are in good condition.

\_\_\_\_\_  
 (Signature of exhibitor)