

# **The Rutherford Public Library**

## **Policy on Exhibits, Displays, and Bulletin Board**

### **Exhibits & Displays**

The primary use of the Rutherford Public Library is that of public library. When designated exhibit spaces within the library are not in use for library exhibits, space may be made available for exhibits, dependent upon the availability of staff resources to preview and coordinate exhibits and library programming needs. Exhibit space includes but is not limited to the display cabinets, Park Avenue window, lobby tables, and auditorium walls.

#### General Terms and Conditions of Use

- Permission to use exhibit space is at the discretion of the Library Director and may be made available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library or is not in compliance with the Library Exhibit Policy.
- Permission to exhibit materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the requirements. The exhibitor accepts full responsibility for his/her/their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
- Permission to use exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the Rutherford Public Library from any claims, law suits, or judgments arising from loss, damage to property, injury to persons from or during their exhibit, and/or their exhibit material(s) or any part thereof. A signed “release” form is required.
- A completed and signed “Exhibit Request” form is required for consideration of a request to exhibit. The “Exhibit Request” must include the exhibit title, location requested, begin and end dates name, address and telephone numbers and signature of the contact person in charge of the proposed exhibit. (must be consistent with application form)
- All measures necessary to insure installation and removal of exhibits are the physical and financial responsibility of the exhibitor including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
- Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors, grounds and furniture resulting from the installation or removal of an exhibit and that any damage or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.

- Installation and removal of exhibits must be accomplished during library open hours and in such a manner that causes the least possible disruption or material interference with library business.
- Labels, posters and or signs, used to identify items or the exhibit must be clear and legible, preferably accomplished by computer or neat calligraphy. Each exhibit must contain an informative explanation to assist the general public in discerning subject material or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster or sign form or be contained within the exhibit itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on label, posters or signage for members of the general public who may wish more information about the exhibit. Events associated with the exhibit or items in the exhibit that may be for sale may not be advertised with the exhibit. Exhibits that include informational brochures pertaining to the exhibit are acceptable. In addition the Library encourages the use of bibliographies and books relating to the subject matter of the exhibit as part of the exhibit.
- When space allows the Library will include the exhibit title and description information from the “Exhibit Request” form in the “Programs Calendar” as a means of notifying the public of the exhibit.
- Video taping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Library Director.
- No exhibit item or packaging may be stored in any area of the library pre, post or during an exhibit. No exhibit, items or material used in installation may be shipped directly to the library.

## **Bulletin Boards & Giveaway Materials**

The Library bulletin boards and browsing table (i.e., pamphlet table) are to be used for the posting of notices of:

- library business or activities and
- public service items of educational or cultural interest to the community.

Members of the public are not permitted to post notices. Only authorized library personnel may post notices on the Library bulletin board. Any notice to be considered for posting must be submitted to Library management for approval. Notices posted without authorization will be removed.

The bulletin board and browsing table is not to be used for advertising or for commercial notices.

All notices intended for posting on the Library bulletin board must contain the following:

- name of sponsoring agency, and
- address and telephone number of sponsoring agency or authorized representative.

Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space.

Notices may be removed after two weeks, when they are no longer timely or when space is required for more current items.

The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for posting.

Failure to comply with these rules may result in denial of future posting privileges.

### **Pamphlets, Brochures, & Flyers**

The distribution of leaflets, cards or other printed materials, whether personal, political, religious, or business, are not allowed in public library facilities unless it is to supplement a program being presented. Distribution of printed materials in the public library to library users and staff is disruptive to the operations of the library and its use by the public and is not permitted.

---

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted by the Rutherford Public Library Board of Trustees: May 10, 2005

Rutherford Public Library  
Exhibit Application

Please print this form to fill it out. You may mail it to us, submit it in person, or fax it to us.

**EXHIBITOR:** Name: \_\_\_\_\_

Contact person, if group: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ day \_\_\_\_\_ evening

May we give this information to the public, if asked: Y or N (circle one)

**EXHIBIT:**

Title: \_\_\_\_\_

Medium: \_\_\_\_\_

Space Requirements: \_\_\_\_\_

Number of pieces: \_\_\_\_\_

**OTHER INFORMATION:**

Dates you would like exhibit to run: \_\_\_\_\_ to \_\_\_\_\_

Do you have information for publicity or ready-made publicity?

Y or N

If yes, please attach.

Do you need to schedule the conference room for an event coinciding with your exhibit?

Y or N

If yes, please schedule that separately.

**WAIVER OF INSURANCE:**

I have read and agree to abide by the Exhibit Policy of The Rutherford Public Library.

I hereby do not hold The Rutherford Public Library liable for any damages, injuries, theft, etc. while said artist is displaying his/her works at the Library.

Signature of Artist/Exhibitor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Library Director \_\_\_\_\_ Date: \_\_\_\_\_