

The Brookfield Library

Policy 403: Exhibits

Section 1: Introduction

As part of its educational mission, The Brookfield Library welcomes the opportunity to allow community groups, organizations, and individuals to use library facilities to display exhibits of an informational or recreational nature which may be of interest to Brookfield residents.

The exhibit case is to be made available on an equitable basis, regardless of the beliefs or affiliations of those requesting space. Displays are organized in a manner consistent with the Library Bill of Rights, which states that libraries should provide materials and information with diverse points of view on current and historical issues. The library does not endorse or advocate the viewpoints of exhibits or exhibitors.

Section 2: Exhibitors

Brookfield residents are invited to lend items to the library to display. Likewise, groups and organizations are encouraged to submit exhibits, provided they select one person to represent them in coordinating each exhibit with the library.

Groups, organizations, and individuals from other communities also are welcome to exhibit, when their items would be of interest to Brookfield residents.

The library staff may create exhibits of collection materials to encourage the use of the resources and services of the library and to promote a positive image of the institution in the community.

Section 3: Hold Harmless Clause

The library will take every reasonable precaution to protect items exhibited. However, exhibitors must recognize that the library is a public building used by a large number of people. Some insurance coverage is provided through the Town of Brookfield, but, if exhibitors feel that they need more coverage, they must make their own arrangements for additional insurance.

Section 4: Exhibit Guidelines

1. The principal area available for displaying exhibits is the locked display case on the main level. Sometimes, wall space and/or the tops of bookcases may be provided for exhibits, when need warrants.
2. Exhibits are booked and arranged through the Adult Services Librarian or the Children's and Community Services Librarian (depending on the theme,

components, and display location), using forms provided by the library administration. Requests to exhibit will be considered in the order in which they are received.

3. Acceptance of an exhibit by the library does not constitute an endorsement by the library or the Town of Brookfield of that group's, organization's, or individual's policies. The Library Director will make the final decision as to the suitability of a display. The library reserves the right to decline any exhibit, in accordance with the library's best interests. Exhibits for commercial purposes are not allowed.
4. The library reserves the right to schedule exhibits, to limit the size of an exhibit, and to limit the frequency with which the same source may exhibit.
5. All exhibitors are required to complete an *Exhibit Agreement*, listing and appraising the contents of their exhibit.
6. It is the responsibility of the exhibitor to set up and dismantle the exhibit. Unless otherwise scheduled in advance, set-up and removal will take place during library hours, at a time agreed upon with the library staff.
7. Normally, exhibits will be scheduled for one calendar month.
8. The library does not become involved in the sale of exhibit items. The library will display a list of exhibit items for sale and their prices, together with the exhibitor's name, address, and telephone number, if the exhibitor provides such information. However, all sales transactions must take place directly between the buyer and the exhibitor. If any sales result from an exhibit held in the library, the exhibitor agrees to donate 10% of the sales price to the library.
9. All items exhibited (except for collection items exhibited by the library itself) must remain in the library and on display for the entire length of the exhibit, regardless of whether any were sold while on display.
10. The library is unable to provide storage for the property of groups, organizations, or individuals exhibiting in the library.
11. Publicity produced by the library staff will be written in consultation with the exhibitor and based upon the information provided.
12. An exhibiting group, organization, or individual may plan a formal opening or reception, but must clear the date in advance with the Library Director. Food

and beverages may be served consistent with the rules established in Policy 600, *Use of the Community Room*.

13. Exhibits are open to the public during library hours. If an exhibit is displayed in the Community Room, that room may be used for other programs and events simultaneously.

Adopted by the Library Board of Trustees, May 20, 1999; revised 9/24/03; revised 3-23-2011

EXHIBIT AGREEMENT

General description of items exhibited (e.g., framed art, figurines, dolls, etc):

Exhibit location:

- Locked display case
- Community Room
- Other _____

Starting date: _____ Ending date: _____

I agree to place the following items in The Brookfield Library for exhibit purposes:

<u>Description</u>	<u>Value</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have received and read a copy of The Brookfield Library’s Exhibits Policy, and I agree to comply with it. I understand that the library’s insurance coverage for exhibits is limited to \$20,000.00. I understand that I may furnish the library with a price list of items for sale, as described above. I agree that, if any sales result from this exhibit, I will donate 10% of such sales to the library.

Group’s Name (Printed): _____

Contact Person for group _____

Signatory’s Address: _____

Signatory’s Telephone Number: _____

Signatory’s Email Address: _____

Authorized Signature: _____

Date: _____

