

Hagaman Memorial Library Exhibit Policy

1. Statement of Purpose

The Hagaman Memorial Library Board of Trustees encourages exhibits within its facilities, subject to a published written policy. The purpose of this Exhibit Policy is to establish the procedures and rules by which exhibits will be displayed in the Library, and which will be applied without discrimination and in the best interests of all of the Library's users.

2. Exhibits

Library exhibits 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. An Artist's Application for Exhibit may be made to the Library Director by individuals and/or groups in the community. The Library Director will consider such requests in consultation with the Exhibit Committee (if established in accordance with Section 4). All exhibits will reflect respect for the Library's mission which is to act as a center for community enrichment and provide information, resources and programs for lifelong learning as well as to improve the quality of life of East Haven residents by providing a top notch collection of materials in multiple formats, current technology and cultural opportunities. The Library does not necessarily endorse the opinions or beliefs projected in works displayed at the Library.

All art or other materials that are selected for exhibition in the Library and are not part of the Library collection are loaned to the Library free of charge.

3. Sale of Art

There is no fee for exhibiting, and the library suggests a donation of 10% from any sales made as a result of the exhibit. The artist is responsible for all arrangements with the buyer and for Connecticut sales tax.

4. Exhibit Committee

The Library Director may establish an Exhibit Committee at his or her sole discretion. If established, the number of members and the members of such committee will be appointed by the Library Director and approved by the Library Board of Trustees.

5. Responsibility for Exhibits

The Library Director is authorized to approve and select exhibits. The Exhibit Committee, if established, may propose exhibits to the Library Director and provide advice on selections. The use of display areas will be determined by the Library Director at his or her sole discretion. The Library Director may call on additional people with knowledge or skills relevant to a display to assist the Exhibit Committee.

Any press releases, announcements or events that an exhibitor may wish to arrange to mark an event opening must be approved in advance by the Library Director.

6. Artist's Application and Exhibit Guidelines

When an exhibit involves art or materials not belonging to the Library, the Exhibit Committee will assist the Library Director in ensuring that each exhibitor executes a copy of the Artist's Application. A sample of the Artist's Application is attached. The Library shall exercise the same standard of care for any exhibit as it does for its own collection. The library's insurance policy does not include works on exhibit; therefore the library is not responsible for damage or loss to loaned items. The Library Board of Trustees is authorized to amend the Artist's Application from time to time, consistent with the policy.

7. Enforcement

The provisions of this Exhibit Policy will be construed and enforced by the Library Director at his or her sole discretion. All decisions, determinations and actions taken by the Library Director with respect to this Exhibit Policy are final and are not subject to review.

8. Amendment

The Library Board of Trustees reserves the right to amend this Exhibit Policy at any time.

Adopted by the Library Board of Trustees February 17, 2011