

Crook County Library

Public Art and Exhibits Policy

Policy approved by the Library Board of Trustees on September 17, 2015

The Library's strategic plan supports activities and materials that stimulate people's imagination. The Library welcomes public displays for installation in the foyer display case or shadow box, or hung in the main library. This offers the community opportunities to design their own environment and create a sense of pride in their library. Displays may feature subjects of community, regional and educational interest, such as antiques, hobby collections, original art and sculpture, or fiber and decorative arts.

Policy (Bailment Agreement)

1. The Crook County Library welcomes applications for art and object displays from all individuals and organizations. The intent of this policy and all corresponding forms, procedures and guidelines is to ensure appropriate and equitable use of the display spaces.
2. Exhibitors may display items for one month, usually beginning on the first of the month and ending on the last day of the month. The Exhibitor is responsible for the setup and removal of display items, and any resulting damage to the library, the display cases, or the walls.
3. The Exhibitor understands that items are displayed at his or her own risk. Neither the Library nor Crook County assumes responsibility for loss or damage, and neither the Library nor Crook County shall insure the displayed items. If the Exhibitor elects to maintain his/her own insurance, the Library can accept no responsibility for any error or deficiency in information furnished to or by Exhibitor's insurers nor for lapses in coverage. The absence of any notation on this agreement as to the condition of the described property at the time it was received by the Library shall not mean it was in good condition upon receipt.
4. In providing space for displays the Library does not imply endorsement of the beliefs or viewpoints of individual pieces or subject matter. The Exhibitor, or source of the display, must be identified with the display and in all publicity.
5. Please, be mindful that exhibits will be viewed by people of all ages, backgrounds and beliefs. Display/exhibit space may not be used to promote the sale of goods or services and is not available to for-profit organizations. Political candidates, political parties, and special political interest groups are prohibited from using library exhibit/display space to promote their interests. The Library may produce nonpartisan exhibits and displays of an educational nature for informational purposes. All displays must comply with all local, state, and federal laws and regulations, including but not limited to laws relating to obscenity, libel, defamation of character, invasion of privacy, or copyright. The Library Director shall have the authority to approve or decline displays.

6. This Agreement is the final and entire agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agents, and representatives.
7. This Agreement may be supplemented, amended, or revised only in writing signed by both parties.
8. This Agreement (including Appendix A and B) shall inure to Crook County, the Crook County Library, Exhibitor, and their employees, agents, representatives, heirs and assigns.
9. Appendix information may be updated without Library Board approval.

Appendix A: Guidelines

1. The Library Director may delegate management of displays to a library staff member. This Display Coordinator shall schedule displays using the following guidelines:
 - Displays may be scheduled up to 12 months in advance.
 - Certain months will be set aside for library use; library exhibits will have first priority and external reservation may be rescheduled to accommodate library needs.
 - The remaining months will be designated equally between arts & crafts displays and informational or displays of collectibles.
 - Preference will be given to displays by Crook County artisans, local organizations engaged in educational, cultural, intellectual, or charitable activities, and displays about Central Oregon.
2. Potential exhibitors should complete and return this form.

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Exhibitors will be contacted if the display meets library guidelines and space is available.

3. Displays must be installed and removed on the dates scheduled. The Exhibitor is responsible for installing and dismantling the display. The Library cannot provide storage space for display items. Any items not removed within 10 days of the scheduled removal date will become the property of the Library and may be disposed of as the Library sees fit, including but not limited to displayed items being deemed donated to the Library. The display cases and walls must be left in clean and undamaged condition. Costs for cleaning or repair will be charged to the exhibitor. Examples of damage may include, but are not limited to, nail holes, tape removal damage, or breakage.
4. All display items must be entirely contained within the display space unless special arrangements are authorized by the Library Director.
5. The display spaces are intended for non-commercial display of local talent, information and inspiration. Displays may include contact information for viewers who wish to purchase items, but not prices. Potential buyers will be directed to the contact information in the display and all transactions shall be conducted directly between the buyer and the Exhibitor. If items are sold while displayed they must be left in place for the duration of the display.

6. Display advertising, art exhibit openings, and other promotions are encouraged, but must be approved in advance by the Library Director. The Library may choose to use images of the display or display items or information that you provide regarding your display in promotional materials, social media, and/or internal documents.

7. If a display is declined by the Library Director, the Exhibitor may submit a written request to the Library Director to appeal the decision to the Library Board. The Director will inform the Board Chair of this request and the Board Chair will determine whether to add this appeal to a future board meeting agenda. In such case, the decision of the Library Board shall be final.

Appendix B: Display Application

Today's Date _____

Exhibitor _____

Organization _____

Mailing Address _____

Phone _____ **Email** _____

Title/Subject of Exhibit _____

Art Form/Media _____

Requested Start Date _____ **End Date** _____

Please provide a brief description and at least four photographs of the work or items to be exhibited or displayed:

Please provide information about yourself, or the organization, for possible use in promotional materials.

Your signature indicates that you have read and are in agreement with the terms and provisions of the Crook County Library Public Art and Exhibits Policy.

Name: (please print) _____

Signature: _____ **Date:** _____