

# New Brunswick Free Public Library

## Public Exhibits Policy

Revised December 19, 2007

The New Brunswick Free Public Library is a community resource providing information to the public. The library provides not only community access to information but (in addition to library sponsored exhibits) also welcomes exhibits of a civic, cultural, or educational nature by groups.

Exhibits will be accepted by the Library Director within the guidelines of this policy and upon proper application. **The acceptance of an exhibit does not imply an endorsement of the contents by the City of New Brunswick, the New Brunswick Free Public Library, or the library's Board of Trustees.**

### Conditions

1. The library has the final decision on the content and arrangement of any exhibit and reserves the right to reject any part of an exhibit or to change the manner of display. Every item, singularly and collectively, must meet the library's standards of value and quality as reflected in the library's Collection Development Policy. The library displays materials based on: artistic expression and merit; aesthetics; exhibit quality; material condition; the extent to which they are complementary to library collections and services; their relation to other events or exhibits in the community; their reflection of the community and its heritage; the degree to which they celebrate local interests and culture; and the significance of the contributor to the community.. Display spaces are in areas accessible to and used by patrons of all ages to reach library services, hence materials displayed should be suitable for all ages.
2. No exhibits are allowed which create noise or which disturb the normal affairs of the Library. Materials must fit the physical space available and must be hung or displayed with the hooks, picture rail or cabinetry provided. The materials should be appropriate in scale, form, and content for the library environment.
3. No responsibility is assumed for any objects exhibited. All exhibitors must sign a form releasing the library from any responsibility.
4. Exhibitors are responsible for mounting and removing their exhibits. Exhibits will generally not be for more than thirty days.
5. The Library will not provide storage for any objects. Any items left for three or more days after the end of the exhibition period will be deemed abandoned and will be disposed of at the Library's convenience.
6. If any exhibitor fails to abide by these regulations, such violation can act as grounds to deny future use of exhibition space for a time not to exceed one year from the date of the infraction.
7. The exhibitor agrees to indemnify the Library and/or the City of New Brunswick and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorneys fees for the defense of such claims, arising out of such exhibitions.

### Scheduling

Sometimes exhibitors desire conflicting time periods. If such an event occurs, priority will be given as follows:

1. Library-sponsored exhibits.
2. Friends of Library exhibits.
3. City of New Brunswick exhibits.
4. Any other exhibits sponsored by a governmental agency.
5. Group/Individual exhibits.

In the event a conflict still exists, preference will be given on a first come first serve basis.

### Application Procedure

1. Appropriate applications must be made in writing to the Library Director.
2. The Library Director will act upon a completed application within 15 days of receipt of the application.

# Application for Exhibition at the New Brunswick Free Public Library or the Henry Guest House

Location..... \_\_\_\_\_

Dates Desired (Inclusive)..... \_\_\_\_\_

Exhibitor ..... \_\_\_\_\_

Names/Titles and Number  
of Objects (Attach  
extra sheets if req.)..... \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Address  
Owner(s) or Organization ..... \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number ..... (\_\_\_\_\_) \_\_\_\_\_

The undersigned has the authority to lend the following works of art or other materials to the New Brunswick Free Public Library, agrees to such loan, and releases the New Brunswick Free Public Library, the library's Board of Trustees, and the City of New Brunswick from any responsibility for loss, damage or destruction while the objects are at or in transport to and from the New Brunswick Free Public Library.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Approved ..... \_\_/\_\_/200\_\_ Initials \_\_\_\_

Disapproved..... \_\_/\_\_/200\_\_ Initials \_\_\_\_

Posted ..... \_\_/\_\_/200\_\_ Initials \_\_\_\_

Notified..... \_\_/\_\_/200\_\_ Initials \_\_\_\_