

SHREWSBURY PUBLIC LIBRARY  
POLICY MANUAL

DISPLAY, EXHIBIT AND BULLETIN BOARD POLICY

As part of its mission to support independent learning and encourage life-long learning, the Shrewsbury Public Library provides display, exhibit and bulletin board space for community organizations and individuals for presenting topics of educational, cultural, social, artistic and recreational interest.

Exhibits, displays and postings on political or commercial topics will not be accepted, nor when intended primarily as advertising to promote financial gain of an individual or profit-making organization are not allowed.

The Exhibit, display and posting space is available to the public on an equitable basis, provided displays and exhibits do not conflict with regular library services and programs.

Library created Exhibits, displays and postings will take priority over public displays.

There is no charge for the use of the library's display and exhibit facility. Permission to use such space does not in any way constitute or imply endorsement of the beliefs, policies or programs of the exhibitor by any library official, staff or the Board of Trustees.

**BULLETIN BOARD AND LITERATURE RACKS**

The Library provides a bulletin board and literature rack space for public postings on the main floor and in the Children's Room. Certain boards are reserved for library postings only.

The following guidelines apply for use of the bulletin boards and literature racks.

1. Materials will only be accepted from non-profit or not-for-profit groups or associations. Notices for commercial or business purposes will not be displayed.
2. The Library Director or Head of Circulation Services must approve all requests for postings and/or distribution of notices and flyers. The Library Director, Head of Children's Services or the Children's Librarian must approve all requests for postings and/or distribution of notices and flyers in the Children's Room.
3. Items posted on the public bulletin boards will be dated and initialed.
4. Multiples of notices or flyers of limited size and amount can be displayed in rack shelving at the circulation desk and in the Children's Room, by permission of the Library Director, Head of Circulation Services, Head of Children's Services or Children's Librarian. The library cannot store additional copies of materials for resupply.

APPROVED: February 28, 2006, Amended December 12, 2017, amended January 7, 2020.

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5. Library staff will discard notices and flyers that are posted without prior approval.
6. Due to limited space, the library reserves the right to limit the time available for display and the number of publications supplied by any one person or group.
7. Posters over 8½ by 11 inches will not be accepted.
8. Notices and materials displayed longer than one month are subject to removal.
9. Obsolete notices will be removed and discarded by library staff.
10. The library subscribes to the equitable use of its bulletin boards and distribution centers regardless of the beliefs or affiliations of the individuals or groups requesting use.
11. Posting or distribution of notices within the library does not constitute an endorsement of an organization's policies or beliefs.

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**CASE DISPLAYS**

The library offers 2 display cases for the public. One large multi-shelf, glass lighted case, is located near the main service desk on the first floor. A second smaller case with lighting and two shelves is located on the lower level lobby, just outside the Children's Services Area.

The following guidelines apply for use of the display cases.

1. The exhibitor assumes the risk of loss or damage to the materials exhibited. Although the display cases are locked, prevention of theft or damage cannot be assured, and no insurance coverage is provided on display materials.
2. The exhibitor agrees to set up and breakdown the display promptly, and upon the date agreed upon with the Display Case Manager (The display period is one month, coinciding as closely as possible to the beginning and ending of the month.
3. Displays must be contained within the cases. Signage or other related materials cannot be displayed outside of the display case.
4. The exhibitor name must be presented prominently within the display
5. No commercial advertisement or sale of items can be included in the display. No prices may appear on any signs or items in the display.

## **COMMUNITY COMMONS HANGING EXHIBIT SPACE**

### **Purpose.**

The Community Commons Hanging Exhibit Space of the Shrewsbury Public Library is available as a public service to give people of all ages access to works of art.

Exhibitors in the Community Commons Exhibit space provide a chance for area artists to display their own artwork within the limits of the space, with an understanding that the space is used regularly by people of all ages, including young children

Priority will be given to applicants residing in Shrewsbury, then to those from the Central Massachusetts area, and a lower priority to those from outside of Central Massachusetts.

The Trustees of the Shrewsbury Public Library have adopted the following policy to address how works of art may be displayed in the Community Commons.

### **The space.**

- The Community Commons is located within a very busy public space on the first floor, adjacent to the Young Adult Room and the Community Meeting Room.
- Two wall spaces (each approximately 10 feet by 4.5 feet) are available for exhibits. The library has an AS System Click Rail Track system. There are no provisions (such as pedestals) for three-dimensional work.
- Because the Community Commons is used simultaneously for art exhibits and public access for all ages, including young children, no works may be displayed on tables or on the floor.
- We encourage exhibitors to view the space before planning an exhibit.

### **Who may display works of art.**

- Applications for use of the Community Commons Exhibit Space may be submitted by individuals, groups, nonprofit organizations and schools. A contact person must be designated for group exhibits.

### **Period of display.**

- Exhibits are scheduled for one month.
- Works of art should remain on display throughout the exhibit period. If a piece is removed before the exhibit period ends, it should be replaced upon removal by another piece.
- Display set up and removal dates need to be coordinated with the library calendar and schedules.

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**Liability.**

- The Trustees of the Shrewsbury Public Library and the Town of Shrewsbury are not responsible for the safety and care of works on display. Because the Community Commons is a non-staffed public space, there is risk in choosing to display works at the library. The library cannot assume liability for damaged, lost or stolen art.
- Insurance covering the value of the exhibit will be the responsibility of the displaying artist. Prior to receiving approval for the exhibit, the artist will be required to complete an Exhibit Agreement and Waiver of Liability Form, releasing the library from all responsibility for loss or damage to the items in their exhibit.
- Each individual artist in a group exhibit must sign the waiver of liability

**Suitability.**

- The art must be deemed suitable for public display in a public library. Determination of suitability rests with the Library Director and Board of Trustees. The display area is open to adults and children of all ages. Works of art must fit within the designated display space. Potential exhibitors are encouraged to view the space prior to applying.

**Other details.**

- No fees are charged for display spaces. Groups using display spaces may not charge an admission fee, request donations or display prices on their work.
- Artists will be given an 8”X11” framed space in the exhibit area to list the titles and mediums of the works of art, and also provide information on how to contact the artist.
- Prices may not be on the artwork. Prices can appear in a separate printed price list. SPL will determine how the price list will be displayed and distributed.
- The exhibit area is open only during the regular library hours.
- Artists or groups may display once per year

**Installation and removal.**

- The artist, or designated contact person in the case of group exhibits, is responsible for installing and removing the exhibit at the agreed-upon time when the library is open and when the Community Commons is not in use.
- Artists are responsible for ensuring artwork is ready for hanging. Paintings, prints, drawings and photographs must be suitably framed and wired. No nails, thumbtacks, adhesives, or tape may be used on the walls or hanging system. (The library makes use of an AS System Click Rail Track system.)

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- The hanging and removal of the exhibit will be the responsibility of the individual artist or group.
- Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or organization responsible.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. The library is not responsible for any damages to exhibit materials as they are being removed by staff. Exhibit materials may be disposed of if not claimed in 30 days.

**Public information.**

- It is the artist's responsibility to publicize art exhibits, and/or host opening receptions.
- Exhibitors may book a meeting room adjacent to the Exhibit area, depending on space availability, in which to hold an artist's reception.
- Artists wishing to hold a reception or other event in conjunction with their exhibits must abide by the Shrewsbury Public Library Community Room Policy for that event. The policy is available at the library.

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**Artist Application**

Thank you for your interest in exhibiting your artwork at the Shrewsbury Public Library (SPL) Community Commons Exhibit Space. The following guidelines will help you understand the selection and exhibition process. For additional information, please contact the Exhibit Coordinator at (508) 841-8609 X 3

In order to apply for exhibit space, please complete and submit:

1. Artist Application
2. Waiver of Liability (*Each member of an artist group must return signed Waiver of Liability prior to the exhibition.*)
3. Exhibit Agreement
4. Sampling of 4-6 works to be displayed. Photos may be submitted in digital format, posted on a web site or submitted in hard copy.
5. An artist resume and a brief biographical statement suitable for postings or promotions

Applications will only be accepted for exhibitions for the upcoming 12 months.

Selected artists will be notified via email or phone and an exhibition date will be scheduled.

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Art

Medium \_\_\_\_\_

How many pieces of art are available to show? \_\_\_\_\_

**Please submit requested materials to:**

Exhibit Coordinator  
Shrewsbury Public Library  
609 Main Street  
Shrewsbury, MA 01545

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**Exhibit Agreement**

All artists exhibiting in the Shrewsbury Public Library's Community Commons Exhibit Space must read and sign this Exhibit Agreement

1. Each individual artist displaying work, whether solo or members of a group, must sign the Waiver of Liability.
2. All artwork must be framed and must have a properly secured mechanism on the back for hanging on the library display system.
3. Artists will be given and 8"X11" framed space in the exhibit area to list the titles and mediums of the works of art, and also provide information on how to contact the artist. Items may not be taped or adhered to the walls in the Community Commons Exhibit Space.
4. Prices may not be on the artwork or title card. Prices can appear in a separate printed price list. SPL will determine how the price list will be displayed and distributed.
5. Artist name, phone number, title of work, medium (if requested), artist statement and price will be included in the Price List. Artwork does not need to be for sale.
6. Artists must schedule an appointment with the Exhibit Coordinator to hang the artwork. SPL staff is instructed not to allow anyone to add or remove artwork from the walls or display area, unless the artist has made advance plans with the exhibit coordinator.
7. All artwork must be dropped off and picked-up on the agreed upon dates.
8. All artwork must stay on display for the entire period agreed upon for the exhibition.

I have read and agree to the above Policy:

Today's Date: \_\_\_\_\_

Artist Name: \_\_\_\_\_

Signature \_\_\_\_\_



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**Waiver of Liability**

- **Release of Liability:** The Shrewsbury Public Library shall not be liable for any injury to Artist/Exhibitor, their personnel, agents or employees or for any damage or loss of Artist's/Exhibitor's work, equipment or other personal property arising out of the exhibition/display, the mounting and/or any other activities involved in the preparation and/or presentation of the exhibition/display.
- Artist/Exhibitor agrees to assume all risk of damage to or loss of his/her own art from whatever cause.
- Artist/Exhibitor further agrees to release and to hold harmless the Shrewsbury Public Library, trustees, directors, employees, volunteers, invitees, and agents from any and all liabilities and damages to art work and/or persons as a result of any part of Artist's/Exhibitor's participation in the Exhibit. This Release also includes a release and indemnification with respect to any claim or alleged claim arising out of the Visual Artist Rights Act of similar law that protects the integrity of a work of art.
- **Indemnification:** Artist/Exhibitor shall indemnify, save and hold harmless the Shrewsbury Public Library, its trustees, directors, employees, volunteers and agents and the participating exhibition venue from any and all claims, demands, causes of action and judgments, losses, costs and expenses, including but not limited to reasonable attorney's fees, arising due to the negligence of artist/exhibitor, their employees, agents or other personnel hereunder, including but not limited to any representation, warranty, term and/or condition of this agreement or under the visual artists rights act or other similar law.
- **Insurance:** Artist/Exhibitor shall be solely and exclusively responsible to insure properly and adequately their work and property.
- **Assignment:** Neither party shall assign to transfer any of its rights nor obligations under this Agreement, and any attempt to do so shall be void and of no effect.
- **Waiver and Effective Nullity:** Waiver by either party of any provision of this Agreement shall not operate or be construed as a waiver of any provision by such party at any time hereafter. The nullity of any provision hereunder shall not affect the validity or enforceability of the remaining provisions hereunder of the Agreement, which shall survive.

Artist/Exhibitor (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(No artwork will be considered for display without this signed form.)