

Sharon Public Library
Effective Date: 2-28-2014

To apply for exhibit space, please fill out the [Exhibit Application](#) and the [Exhibit Release Form](#) after reading this policy.

EXHIBIT AND DISPLAY POLICY

General Guidelines and Conditions of Use

1. Permission to use exhibit space is at the discretion of the Sharon Public Library Director or designee.
2. Display space may be made available to organizations engaged in educational, cultural, historical, intellectual or charitable activities on an equitable basis.
3. The Sharon Public Library adheres to the principles of intellectual freedom as described in Article VI of the Library Bill of Rights: “Libraries which make exhibit space available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”
4. The library allows for a broad spectrum of opinion and a variety of viewpoints; however, authority over the design and use of the display facilities rests with the Director. All display material must be shown to Director BEFORE being allowed to be displayed.
5. Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or interference with the functions of the library.
6. Permission may be denied or revoked if the display is not in compliance with the Library Exhibit and Display Policy.
7. Permission to use exhibit space is conditional upon the signing the attached release form. It must also state the exhibit’s theme, contents and dimensions of the display materials.
8. All measures necessary for set up and removal of exhibits are the sole physical and financial responsibility of the exhibitor. This includes, but is not limited to shipping, packaging, storage, signage, labels, framing, and set up and removal and the equipment and supplies needed for same.
9. Exhibitors agree to be responsible for and to pay for any and all damage sustained to library property.
10. Exhibitors will not have access to electrical outlets for their displays.
11. The scheduling of exhibits will take place at the discretion of the Director and will be displayed for a period of two weeks. Additional

- time may be requested and is up to the discretion of the Library Director or designee. An Artist /Exhibitor will not be allowed to reserve exhibit space more than once during a twelve (12) month period not to exceed four weeks in a year.
12. Videotaping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library without receiving written approval from the Library Director.
 13. Materials must be picked up after the allotted display period. The library will NOT store materials.
 14. Displays may not be publicized in a manner which suggests library sponsorship or endorsement.
 15. A 10 percent donation for artwork that is sold during an exhibit is required for the use of the Exhibit and Display gallery, and should be made out the Sharon Public Library.
 16. Use of the library for an opening reception requires a separate meeting room use application, in accordance with the Community Room policy. This application must be submitted at least four (4) weeks prior to the planned event.

Criteria of Selection for Exhibit Space

Priority will be determined at the discretion of Library Director or designee

1. Library sponsored programming
2. Local groups and organizations affiliated with the library
3. Neighborhood and community-based groups and organizations from Sharon
4. Other groups serving the needs of the community