

BEVERLY PUBLIC LIBRARY
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<http://www.beverlypubliclibrary.org/>

**BEVERLY PUBLIC LIBRARY BOARD OF TRUSTEES
EXHIBIT POLICY**

In accordance with the Library's role as a cultural, education, and informational center, the Beverly Public Library welcomes the use of the Library's exhibit space by individuals and organizations. Exhibit space will be made available on a first-come, first-serve basis, regardless of their beliefs or affiliations, provided the content of the display is within the broad standards of community acceptability. In planning their exhibits, exhibitors should be aware that the space is accessible to all public with no attempt to restrict access on the basis of age.

Selection and removal: Potential exhibitors must submit an application form to the Library Director for review. The Library Director and/or Assistant Library Director will review the submission for conformance with standards of community acceptability. Decisions of the Director/Assistant Director may be appealed, in writing, to the Art Advisory Committee which shall be made up of 3 persons who are artists or art teachers in the community.

The Library reserves the right to refuse or remove material deemed unsuitable. Any person wishing to object to an exhibit must file a written complaint form that will be presented to the Art Advisory Committee.

Duration: The standard exhibit length will be one month, but the duration may be extended or shortened at the discretion of the Director/Assistant Director.

Liability: The Library cannot assume liability for lost, stolen, or damaged art. The exhibit space is unsecured and unsupervised, leaving material vulnerable to theft or vandalism. Exhibitors must sign a waiver holding the Library, its officials and employees, and the City of Beverly harmless for lost or damaged art. Also, exhibitors are financially liable for any damage to the Library walls or property beyond normal cleaning.

Display Methods: Exhibitors will hang (or set) and remove their work, and artists must supply materials needed to display the art. Exhibits must be hung from the picture rail. Nothing is to be affixed to the walls. Unless special arrangements are made with the Library in advance, exhibits must be set up and removed during regular business hours.

Sales: Price tags are not to be displayed on the art works, but a printed list may be made available by the artist. All sales transactions must take place off Library premises.

Publicity: The Library may send to local newspapers a press release prepared by the artist with a written description of the materials on exhibit, the artist's training and background, and any other pertinent information. This information should be provided at least three weeks before the exhibit opens. If the artist wants additional publicity - brochures, posters, flyers, or advertising - it must be created and paid for by the artist. Flyers or posters prepared by the artist may be displayed in the Library.

Permission to exhibit does not constitute an endorsement of the exhibitor or the content of the exhibit by the Library, Art Advisory Committee, or the City of Beverly.

Adopted: October 28, 2003