

309 Exhibit Policy

309.1 Purpose:

- To promote public information and education
- To enhance the patron experience in the library through art
- To nourish intellectual, aesthetic and creative growth
- To encourage individuals who may be contributing to the increase of knowledge or extension of the arts

Exhibitors must consider the viewing audience of a public library when submitting works for consideration. Visitors to libraries come from a variety of backgrounds, encompass all age groups and support diverse beliefs.

309.2 Structure/Guidance:

At each library the Manager will appoint a librarian to serve as “exhibit coordinator”. A designated Manager liaison will serve as the leader of the librarians in charge of art exhibits.

The Librarian will use the following criteria for selection

- Breadth of appeal
- Educational, cultural or civic nature
- Appropriateness for all ages
- Suitability of subject matter for the full range of library users
- Items must be nonpartisan, non-commercial and non-religious in nature
- Serve as a complement to library programming or initiatives
- Tied to Plano community standards
- Demonstrate quality and aesthetic value
- Timeliness to the community and special events

The librarian shall determine whether proposed material is appropriate for a library exhibit. The library does not endorse nor take a position on any of the views presented in the artwork and may refuse any pieces deemed inappropriate for an exhibition. The library reserves the right to refuse any exhibit or display proposal or remove any material deemed unsuitable. The library’s need for exhibit space takes precedence over the public’s request to use such areas.

309.3 Exhibitor is required to meet with the exhibit coordinator prior to any agreement to exhibit materials. Exhibitors will provide the coordinator with a complete list of items being displayed. After an exhibit has been placed in an exhibit case or on the public floor, no changes will be made to the exhibit without the exhibit coordinator’s permission. The exhibitor must notify the library in advance who has been authorized to remove any item. If the person removing any item is not known to the library staff, they will be asked to show photo ID. Each item from the current exhibit will be signed out on the Display and Exhibit Release form.

309.4 Exhibit cases will be locked while exhibits are in them, but the library cannot guarantee the safety of exhibits in cases or on open displays. The exhibitor agrees to release the library and the City of Plano from any liability for any loss or damage that may occur to exhibits.

- 309.5 Exhibits are typically displayed for a month, but the library reserves the right to remove an exhibit without prior notice.
- 309.6 An individual, group, organization or association may display exhibits at the library up to twice a year, at the discretion of the exhibit coordinator. Artwork not approved during the meeting between the exhibitor and exhibit coordinator may not be displayed. Letters of intent, which shall include photos and descriptions of the material to be displayed, is required in advance of the anticipated exhibition.
- 309.7 Reservations for exhibits will be taken up to one year in advance of the time the exhibit will be displayed. A group's or individual's reservation for space is not automatically renewed for the same time the following year.
- 309.8 The library does not reschedule previously scheduled exhibits to accommodate another exhibitor who is interested in using the exhibit space.
- 309.9 Each individual/group is responsible for hanging or displaying his/her own material in the designated areas. Exhibit removal is also the responsibility of the individual/group. Installing and removing exhibits must be scheduled and agreed to in advance. Library staff is not available for assistance. Displays must conform to the space restrictions of the areas provided. Non-damaging adhesive must be used to affix signage to walls. 3M Command Strips do damage painted walls. Individual/groups who fail to remove materials on or before the specified date will not be allowed to use the library space in the future.

Exhibitors are responsible for any damage to the library. Space must be returned to the original state and the library is not responsible for any damage to artwork. Exhibitors understand the artwork is loaned to the Plano Public Library System for exhibit purposes only

- 309.10 Prices may not be displayed on items exhibited, nor may "for sale" signs be posted in exhibits. An exhibitor may post his or her name, business or organization, and contact information.
- 309.11 Each exhibit is subject to approval by the exhibit coordinator after he or she views the exhibit. Changes to or removal of the entire exhibit may be required at the discretion of the coordinator.
- 309.12 Permission to photograph any work in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. Plano Public Library System may submit articles to local newspapers, put information on the planolibrary.org website, and send out emails to publicize the exhibit.
- 309.13 Each exhibitor must read and sign a copy of the library exhibit policy, thereby agreeing to its terms.

**Material exhibits are strictly for displaying artists work. Other library avenues exist for educational and interactive programming.

Display and Exhibit Release

I, the undersigned, have read and agree to the 309 Exhibit Policy terms. I hereby lend the following works of art or other material to the Plano Public Library System for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release the Plano Public Library System and the City of Plano from responsibility for loss, damage, or destruction while they are in the possession of the Plano Public Library System.

Title of Exhibit

Description of materials loaned (attach list of materials loaned if appropriate)

Date and time of Exhibit installation

Date and time of Exhibit removal

Exhibitor Address

Phone

email address

Signature of Exhibitor, Date

Name of Exhibitor (Printed)

