



# POLICY MANUAL

## PART IV

### OPERATING POLICIES

#### Exhibit Policy and Guidelines at the Bridgewater Library

The Bridgewater Library, a branch of the Somerset County Library System, maintains exhibit spaces that may be used for educational, informational and cultural purposes. Exhibits are approved by the Branch Director or a designated representative.

The Somerset County Library endorses the American Library Association's Library Bill of Rights and its interpretations regarding exhibit spaces: "The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or own exhibit proposal to be judged according to the policies established by the library."

Permission to use the exhibit spaces in no way implies library sponsorship or endorsement of an individual and/or organization.

The library is not responsible for any exhibit or the materials included in any exhibit, but every attempt will be made to protect and preserve displayed material. Prior to mounting a display exhibitors are required to sign an exhibit agreement that releases the library and all staff/volunteers from liability for theft or damage of displayed works.

#### **Guidelines**

All inquiries regarding exhibits must be made to the Adult Services Program Coordinator (908) 526-4016, ext. 119.

An application providing the library with information about the nature and purpose of the exhibit must be completed before the library will confirm an applicant's exhibit dates. The Library Commission reserves the right to review all applications.

Exhibitors are responsible for providing the library with a list of items that will be displayed, including samples of flyers and brochures that will be part of the exhibit. Materials previously exhibited at the library may not be exhibited again. Exhibitors are responsible for previewing the exhibit area and making appropriate plans for the size and quantity of items that will be displayed. The library reserves the right to limit the size and number of items that may be displayed as it deems fit.



## **Exhibit Policy and Guidelines at the Bridgewater Library (continued)**

Exhibitors are generally limited to one thirty-day display a year. Exceptions are subject to approval by the Branch Director or a designated representative. Exhibitors are not guaranteed an annual display period; the library will allocate exhibit dates as demand allows.

Exhibits may be set up beginning on the first day of the time period confirmed for the exhibit and must be taken down on or before the last day of the exhibit time period. Exhibits must be set up and taken down during regular library business hours. Exhibitors are responsible for using only hooks/methods provided by the library when hanging items for display.. Displayed items may not be tacked to the wall using any form of tape or adhesive material.

Exhibitors may post a sign in the exhibit area that identifies the name of the artist(s), the title of the exhibit, and a means of contacting the artist(s) such as a telephone number or email address. Price information for items on display may not be part of the exhibit and all activity related to sales transactions must take place outside the library and be independently handled by the exhibitors.

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