



**POLICY MANUAL
PART IV
OPERATING POLICIES**



EXHIBIT POLICY AND GUIDELINES
FOR THE SOMERSET COUNTY LIBRARY SYSTEM

The Somerset County Library System maintains exhibit spaces that may be used for educational, informational, and cultural purposes. Because space is limited, first preference will be given to exhibits that are of an educational and cultural nature and are sponsored by an agency or organization in Somerset County. Exhibits are approved by the Branch Director or a designated representative. The Library Commission reserves the right to review all applications.

The Somerset County Library System 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.

The Somerset County Library System exhibits and displays are based solely on the merit of an item as to whether it meets the goals of the Somerset County Library System’s mission and the needs and the interests of a diverse community. 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. If exhibitors would like insurance for their displays, the “Display Insurance Information & Waiver” form must be completed and returned to the designated representative before the display is shown.

Guidelines

All inquiries regarding exhibits should be made to the Branch Director or designated representative at your local Somerset County Library System branch.

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. Exhibitors will follow branch application processes and provide the library with information about the nature and purpose of the exhibit as well as an applicant's exhibit dates. That information must be provided before a library will confirm.

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.

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. The library reserves the right to use the display areas for other purposes if the scheduled exhibitor hasn't filled the designated space after three days when the library is opened according to the pre-arranged date.

Exhibits should 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.

Exhibitors may post a sign in the exhibit area that identifies the name of the artist(s) or organizations, the title of the exhibit, and a means of contacting the artist(s) or organizations 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 exhibitors.

