



SPOTSWOOD PUBLIC LIBRARY

548 Main Street
Spotswood, NJ 08884

732-251-1515

www.spotslibrary.org

To read. To learn. To discover.

Display / Exhibits Policy

The Spotswood Public Library is pleased to offer local artists, craftspeople, collectors, hobbyists, and organizations the opportunity to share their work or collections with the community. The Library maintains a public display case and wall space, where available, can be utilized for larger exhibits of crafts and artwork. Display/Exhibit space is open to individuals and organizations. Organizations shall designate one person as a representative.

Procedure

All potential exhibitors must complete an application [attached] which will be submitted to the Library Director for approval.

The exhibitor may be required to show samples of the proposed exhibit.

Displays/exhibits in the Library are seen by everyone during regular business hours, including children and adults. The materials that make up the exhibit or display must therefore meet what is generally known as "the standard acceptable to the community." Every item must meet with the Library's standard of value and quality; the Library reserves the right to reject any part of an exhibit or display.

Exhibits are presented on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting space.

Religious and political exhibits and displays are permissible for informational purposes only; displays which proselytize for a single point of view will not be permitted.

Commercial displays that have historic or artistic value will be permitted, though no items will be sold through or at the Library.

Whenever possible, the Library will incorporate books or materials from the Library's collection which have relevance to the subject of the display.

All exhibits will be on display for one month.

The exhibitor is responsible for setting up the display. If assistance is needed in setting up the display, the exhibitor must notify the Library at the time application is made; only limited assistance is available. The exhibitor is responsible for removing the exhibit at the end of the allocated exhibit time.

Once a year, the Friends of the Spotswood Public Library will have access to the display case for fundraising purposes.

The Library will submit appropriate publicity to various media outlets, based upon the amount of informational material provided by the exhibitor.

The Library is not responsible for any items that are lost, damaged, or stolen while on exhibit or display. The Library display case is kept locked at all times, unless exhibits are being set up or removed. Exhibits utilizing wall space are placed at the exhibitor's own liability.

The presentation of any display or exhibit does not imply an endorsement of the contents by the Spotswood Public Library, its Trustees, or Staff.

Adopted by the Spotswood Public Library Board of Trustees, 20 March 2003. This policy was reviewed and revised by The Spotswood Library Board of Trustees at a regular meeting on September 18, 2014.



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Display / Exhibits Application

Name _____

Address _____

Phone _____

Title of exhibit/display _____

Description of display _____

Additional information that could be used for publicity information (biographical data, how the collection began, relevant studies or travels that relate to this exhibit).

I have read the Library's Display/Exhibits Policy and agree to abide by the terms and conditions described.

I hold the Spotswood Public Library, its Staff and Trustees, as well as the Borough of Spotswood, harmless from all liability in case of damage or loss to the exhibit/display. While I understand the display case will be kept locked at all times, the exhibit/display is placed at my risk. I hereby declare that the value of the exhibit placed at the Spotswood Public Library is valued at \$25,000.00 or less. I agree to be responsible for any deductible amount which may not be include in the insurance coverage, if any, of the Borough

Signature

Date