

Picture Hanging and Display Policy

(11-21-22)

Leighton Township Library uses displays throughout the library to further its mission to provide service to individuals and groups in the community, by making available recreational, educational, informational and cultural materials. Priority for all displays is reserved for library use first, and then to individuals or groups who wish to exhibit their artwork or collections. This includes our picture hanging system, entryway display case, shelving units or other display areas within the library. Promotional, commercial, fundraising, religious or political proselytizing is not allowed. All items shall be appropriate for the viewing of minor children.

- Local exhibitors must submit a request to the Library Director to display their artwork in the library. Requests will generally be considered in the order in which they are received, with possible exceptions being made for vital timeliness of a particular display or exhibit.
- The library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which any individual, artist, or organization may place a display in the library. It may be 30-60 days, for one or two times a year as an example.
- Prior to receiving approval for an art exhibit, the exhibitor(s) will be required to complete an "Exhibit Agreement and Release Form" and sign a disclaimer releasing the library from all responsibility for loss or damage to the items in their exhibit. Responsibility for any damage to library property caused by the installation, display, or dismantling and removal of an exhibit will rest with the exhibitor.
- The exhibitor(s) must meet with the Library Director to review their proposed display items prior to receiving approval. The library reserves the right to decide the appropriateness of the exhibit material to the public library setting.
- The individual requesting the display must agree to place the display no earlier than the date requested and must remove the display no later than the final date approved. Materials cannot be stored at the library beyond the dates approved in the original request unless special arrangements have been made in advance with the Library Director. All such requests must be agreed upon in writing.
- All exhibits for the hanging art system must be framed or mounted and have a convenient hanger. Corner pads should be used on the back of artwork to protect the walls from marks or other damage.
- No tape or other adhesives will be allowed on the walls, moldings, furnishings or display cases. Similarly, the use of nails, tacks, or staples will not be permitted.

- Exhibitors must provide some type of signage stating the sponsorship of the display or exhibit.
- If materials are for sale, the exhibitor may leave a business card for people who express an interest in the art. Under absolutely no circumstances may individual price cards be affixed to the wall adjacent to the artwork. The library does not and will not enter into sales negotiations or transactions, or take a percentage of any sales that may result from the exhibit.
- The library assumes no responsibility for theft, loss, damage or destruction of items on display. The exhibitor releases the Library, its Board and its employees from any liability for injury or damages, destruction, loss or theft of any item(s) that may occur during the display period or during installation or removal of the exhibit. The library does not provide any security or insurance for artwork exhibited. Exhibitor(s) may provide their own insurance coverage if desired.
- In the unlikely event that the library should require exhibit space for its own use during the agreed upon exhibit dates, the Library Director reserves the right to pre-empt such space without notice and cancel the use of the display areas.
- The library reserves the right to publicize the exhibit through social media or on the library's website.

Exhibit Agreement and Release Form
(11/21/22)

Leighton Township Library thanks you for your willingness to temporarily lend items for exhibit within the library (please attach a list of all items to be displayed).

The library assumes no responsibility for theft, loss, damage or destruction of items on display. The exhibitor(s) releases the Library, its Board and its employees from any liability for injury or damages, destruction, loss or theft of any item(s) that may occur during the display period or during installation or removal of the exhibit. The library does not provide any security or insurance for items exhibited. Exhibitor(s) must provide their own insurance coverage if desired.

It is the responsibility of the lender to:

1. Insure the items (if desired).
2. Provide a list of the items.
3. Bring the exhibit items in on the agreed upon date.
4. Attach corner pads.
5. Set up their exhibit.
6. Pick up the items on the agreed upon date.

If any items are not collected by the pick-up date, a courtesy call will be made. However, if the lender should then fail to pick up the items, the library will not be responsible for returning or storing them.

Name of Lender: _____

Address: _____

Email Address: _____

Phone: _____

Name of person who may pick up items other than the lender: _____

Phone number for this individual: _____

I, the undersigned, hereby lend the following items to Leighton Township Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library. I accept responsibility for any damage to library property caused by the installation, display, or dismantling and removal of the exhibit. I agree to abide by all rules and regulations set forth in the Library Picture Hanging and Display Policy.

Description of items loaned: _____

Please take a picture of the completed exhibit and email to molas@llcoop.org.

Photo sent: _____yes _____no Item list attached: _____yes _____no

Signature: _____

Date: _____

Date to bring the items: _____ _____ _____
(Applicant initials) (Director Initials)

Date to pick up the items: _____ _____ _____
(Applicant initials) (Director Initials)

APPROVAL GRANTED BY: _____

On: _____

PICK UP

Items have been picked up by: _____

On: _____

Items released by: _____
(Library staff member overseeing removal of display)

On: _____