

# The Wilton Public and Gregg Free Library Art Exhibit Policies

It is the policy of the library to provide all members of its community free access to materials that can improve their minds, broaden their lives, and fulfill their educational, intellectual, cultural and recreational needs. One important method of doing so is to provide space for hobby, craft, and art exhibits. Organizations and individuals wishing to utilize the library for an exhibit must consult with the Library Director who will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit.

## Requirements

- Library initiated exhibits will be given priority.
- Exhibit installation and removal dates will be specifically assigned by the Library Director.
- Each exhibitor is responsible for hanging his/her own artwork, and for providing all necessary materials for organizing an exhibit.
- The Library's insurance policy covers only items owned by the library. Artists must provide their own insurance coverage. All exhibitors are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit.
- Prior to the display, the exhibitor will provide the Library Director with an itemized list of art items and display materials.
- Library personnel shall decide on the suitability of any art, the framing or support structure, and any visual or written material that might accompany an exhibit.
- Library personnel will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, library personnel are mindful that all segments of the community and all age groups use the display area.
- All displays will meet existing State and Federal laws on obscenity, libel, defamation of character and invasion of privacy.
- Publicity is the responsibility of the exhibitor except when the exhibit is co-sponsored by the Library.
- Exhibitors may not schedule special openings or other events without the permission of the Library Director. All arrangements must be approved by the Library Director at least two weeks prior to the planned event. No alcoholic beverages may be served. The event must be open to the general public.

- No prices may be posted on the items in the exhibit, nor may an admission fee be charged. A price list and contact information may be left with the Library Director. Transactions for the purchase of an exhibit item shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit material that is sold during its display in the library may be removed before the end of the exhibition period.
- Granting of permission to use library facilities does not constitute an endorsement by the library staff, the library trustees, or the town of Wilton, of the content of the Exhibit, the materials exhibited or of the Exhibitor(s).