

## **Beverly Public Library Exhibit Policy**

In accordance with the Library's role as an informational, educational or cultural center, the Beverly Public Library welcomes the use of the Library's exhibit spaces by individuals and community groups. Exhibit space will be made available on an equitable basis regardless of beliefs or affiliations. The Library endeavors to present a broad spectrum of art. Permission to exhibit does not constitute an endorsement of the exhibitor or the content of the exhibit by the Library or the City of Beverly.

### **Guidelines**

- Potential exhibitors must submit an [application form](#).
- Exhibitors should be aware that the space is accessible to all public with no attempt to restrict access on the basis of age. The content of the display must remain within the broad standards of community acceptability.
- The Library reserves the right to refuse or remove material deemed unsuitable, such as if the exhibition is a possible safety hazard, is inappropriate for the display space, or interferes with the use of library facilities, impedes library staff in the performance of their duties, or endangers the library building or collection.
- Exhibits are generally scheduled for a month-long period, but may run for a time to be determined by the Library.
- Exhibitors are responsible for both setting up and removing their display during regular business hours. Artwork must be suitably framed and wired and must be hung on the library's preinstalled picture rail. Nothing is to be affixed to the walls.
- Exhibits must be removed by the exhibitor on the last day of the exhibit period. The Library does not provide storage space.
- Price tags are not to be displayed on the art works. A handout listing prices may be made available by the artist with the artist's contact info. All sales transactions must take place off Library premises. The Library will not engage in selling or negotiating for the sale of artwork.
- Exhibits are open to the public during regular library hours, when community meetings or library programs are not in progress.

- Exhibitors may book the Library's Meeting Room for a reception. Reception details, including refreshments and publicity, are the responsibility of the artist. Use of the Meeting Room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room policy.

### **Publicity**

The Library may publicize exhibits in the library's monthly newsletter using a brief statement and a photo provided by the artist at least three weeks before the exhibit. Additional publicity must be created and paid for by the artist. Flyers or posters prepared by the artist may be displayed in the Library. All publicity regarding the exhibit is solely the responsibility of the exhibitor and must not imply that the Library has endorsed or otherwise recommended exhibited material. Mention of the Library in publicity must be limited to stating viewing dates, times and location.

### **Liability**

The Library cannot assume liability for lost, stolen, or damaged art. Exhibit space is unsecured and unsupervised. Exhibitors must sign a waiver holding the Library, its officials and employees, and the City of Beverly harmless for lost or damaged art. Exhibitors will be held financially liable for any damage caused to the Library walls or property during the hanging process.

Approved by the Board of Trustees May 24, 2022