

Exhibitor Guidelines

The L. E. Smoot Memorial Library serves a public of many ages, backgrounds and beliefs. Exhibits in the library aid patrons in the pursuit of education, research and recreation; support the cultural and civic activities of the larger community by presenting books and other media.

Exhibit Selection

In selecting exhibits, the L. E. Smoot Memorial Library will take into consideration:

- Overall community interest
- Historical prominence or significance of artist or arts organization
- Relevance to Library programs
- Dates of previous exhibitions of similar items or topics
- Special needs or cost associated with proposed exhibits
- Priority will be given to residents of King George County
- Student art work will only be accepted from those who attend King George County Schools or homeschoolers who reside in King George County

Display Guidelines

- Displays and exhibits will be approved and scheduled as space permits. The Application for the Exhibit/Display Space must be submitted at least 90 days in advance of the exhibit. Display reservations are not transferable to another person or group.
- The library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of an exhibit. A disclaimer to this effect will be placed with each exhibit.
- The library will consider a wide range of artistic expression deciding on potential exhibitors. However, in deciding on the suitability of any work, Library staff is mindful that the areas of display are used for normal library activity and will be viewed by all segments of the community and all age groups.
- The library has the right to review the materials before the exhibit is set up.
- Materials in an exhibit or display will not be excluded because of the origin, background or views of those contributing to the creation of the displays or exhibits. Materials will not be removed because of partisan or doctrinal disapproval.
- No individual or group may display items more than once a year.
- The library reserves the right to preempt any exhibit for a library or Friends of the Library-sponsored event or exhibit. In such instances, the library will put forth reasonable effort to give advance notice of such preemption and to assist the exhibitor in reserving another date or exhibit case.
- Exhibitors are normally scheduled for a one month period of time. Exhibitors must provide an inventory with the value of each item and the value at the time the exhibit is setup. If the exhibit is not removed by the end of the exhibition period, the library will provide written notice to the exhibitor to remove the exhibit. If the exhibit is not removed within seven days of the mailing, items will become the property of the library. The library will dispose of these items at its discretion.

- It is the responsibility of the exhibitor to transport, set up and remove the exhibit. Exhibitors are encouraged to visit the library prior to installation to determine how they would like the exhibit arranged. The library will not provide any supplies or staff assistance in setting up or removing the exhibit.
- The library shall have the final decision on the arrangement of all exhibits and displays. The library reserves the right to reject any part of an exhibit or to change the manner of display.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Displays/exhibits will be set up and removed mornings prior to the opening of the library to the public whenever possible.
- The library will not provide storage for the property of organizations or individuals displaying in the library.
- Works of art may be offered for sale, with prices established by the artist. The exhibitor's name must be posted in the exhibit, but price tags are not allowed. The artist is responsible for conducting the sale of any work directly with the purchaser, not through library staff. No booths, kiosks or the like shall be allowed.

Exhibit Presentation

- Two-dimensional artwork must be ready for hanging.
- Tape and nails may not be used on the walls, back, or glass on an exhibit case.
- Permanent modifications to display case are not allowed.

Insurance

- The library is not liable for any damage, destruction or loss of the exhibit. The exhibitor will release the library from any claims in writing. The library recommends that the exhibitor obtain its own coverage in regards to the exhibits.
- Damages to the premises, equipment or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Application for the Exhibit/Display Space

Responsible Party Name: _____

Organization Name: _____

Phone Number: _____ (home) _____ (cell)

Address: _____

Email: _____

Proposed Title of Exhibit: _____

Proposed date of use: _____

Purpose of the exhibit: _____

Preferred Exhibit Location:

I, the undersigned, provide the aforementioned materials for exhibit at the L. E. Smoot Memorial Library for the time period indicated. I have read and understood the Smoot Library Exhibit Policy. I understand that the Smoot Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display at the L. E. Smoot Memorial Library are done so at the owner's risk.

Signature

Date

*****In Office Use Only*****

Date Application Received: _____

Approval Date: _____

Signature of Approval: _____