



Exhibit & Display Policy

Approved by Board: September 21, 2023

Statement of Purpose

The Manlius Library has dedicated space available to provide information about the library, its programs, and its community artists to extend the library's role as a cultural, educational, and community-centered institution. By hosting exhibits and displays, the library both provides individuals and groups with a means of public expression and also makes those public expressions available to the community.

The display and exhibit policy follows guidelines set out in the American Library Association's Library Bill of Rights:

- Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Exhibit space should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the library, thus ensuring use of these spaces in a manner that is consistent with the library's other service objectives. Space is made available to agencies and individuals other than Manlius Library, provided both that such displays do not conflict with regular library services and programs and that they conform to the policies and procedural guidelines outlined below. The library reserves the right to designate and limit space, size, and location of displays or exhibits, and retains the right to reject any pieces of work which it deems inappropriate to the library setting. Manlius Library welcomes the use of its exhibit area by the public.

In general, Manlius Library does not accept exhibits of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. The library also cannot directly be involved in the sale of artwork. However, the artist can provide title cards and a separate price listing with contact information if they so choose, so patrons can follow up about art sales directly with the artist.

There is no charge for the use of display/exhibit areas, and permission to a group to use these facilities does not in any way constitute or imply endorsement of its beliefs, policies, or programs by a library official or by the Manlius Library and its Board of Trustees.

Organizations or individuals that violate the terms of the library's display and exhibit guidelines may be refused future use of the facility.



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Policies and Procedural Guidelines

1. The library has limited hanging gallery space for original art by area amateur or professional artists. Exhibits and displays strive to be professional looking, with clear themes, relevant materials and aesthetic appeal. All exhibits are temporary.
2. As in library collections, exhibits endeavor to present a wide cross-section of topics that will appeal to varied ages, genders and interests. We welcome the display of student artwork.
3. Exhibits are accepted at the discretion of the Manlius Library. The library will review materials before the exhibit is installed. The library has final responsibility to determine artistic merit and to make appropriate selections.
4. Exhibits which primarily enhance a business or which present only one side of an issue are not accepted. Discretion to accept any exhibit is left to the Director.
5. Manlius Library reserves the right to limit the frequency of exhibits by an artist.
6. The library does not handle the sale of art by exhibitors.
7. Displays are generally placed for a period of up to 2 months. Artwork must be hung and removed during library operating hours, at a time and date prearranged with library staff. Typically, set up will occur on the 1st of the month and take down will occur on the last day of the month. Take down must occur on a timely basis in order to allow for the setup of the next show. The library does not have available space to securely store items before or after a scheduled exhibition.
8. Individuals or groups using the library's exhibit space may not install their works prior to the dates on which their space reservations begin.
9. Individuals or groups are responsible for their own promotion of their display. You may provide the library with a PDF of a flier, and we may, at our discretion, post it to our social media. Each flier must state that the display is not affiliated with nor endorsed by the Manlius Library, and must be in accordance with our Social Media Policy.
10. Displays must conform to the space restrictions of the area, and must be hung on the wall using the rail system provided by the library.
11. Displays in the Children's section of the library may be placed on top of bookshelves, and this is reserved for school groups only.
12. Artwork must be hung by the artist. Library staff is unable to assist in the hanging of art shows.
13. Manlius Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.



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14. Damage to the premises, equipment, or furnishings as a result of exhibitor will be charged to the individual or group responsible. The exhibitor or organization and its members, jointly and separately, assume and will bear full responsibility for loss of, injury or damage to, any property of Manlius Library as shall be caused or inflicted by the using individual or organization.
15. Groups and individuals using the exhibit space are responsible for basic clean up and return of the space to good order. Exhibitors should visit the library exhibit space periodically during the time their work is on display.
16. Each exhibitor will supply and display descriptive information regarding the purpose, title and ownership of the exhibit. Each approved exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item.
17. Individuals and representatives of organizations are responsible for planning, transporting, installing, and removing their exhibits, following guidelines provided by library staff.
18. Artwork not picked up within 30 days following the conclusion of a display or exhibit will be considered to be a donation to the Manlius Library, to be sold, distributed or disposed of at the discretion of the library to meet its needs.
19. Religious and historical political exhibits and displays are permissible for informational purposes; displays, such as those which advocate for a single point of view, or a current political issue or election will not be permitted.
20. Displays are available on a first-come, first-served basis and are booked through the Adult Services Coordinator or their designee. Individuals or organizations may not book 2 consecutive shows. Youth displays located in the Children's section of the library are booked through our Youth Services Coordinator, same as above.
21. Exhibitors must use the space provided to them. Displays that require rearranging of the library furniture, or utilize additional space require permission from the library management.
22. Exhibitors are asked to be respectful of the multipurpose community use of Manlius Library. Noise should be kept to a minimum and exhibits should be installed with deliberate speed. Entrances and aisles may not be obstructed.
23. Manlius Library reserves the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action. If an exhibit is cancelled the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the library.
24. Manlius Library reserves the right to remove/discontinue a display at any time.



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25. In consideration for being allowed to display any items of value, the exhibitor will agree to hold harmless Manlius Library for any damage or loss to the items. This agreement is contained in the library's waiver form signed by the exhibitor prior to the items being displayed.
26. Manlius Library reserves the right to reject any donation.
27. Manlius Library does not automatically advocate nor endorse the viewpoint of any exhibit or exhibitor.
28. Our display window, located opposite the circulation desk, may be booked monthly. The library has primary use of this space, but when the library isn't using it, the public may request to display. All pertinent rules above will govern its use.

Displays of Library Materials

1. Manlius Library staff schedules and prepares displays of library materials to make materials more accessible to users, to feature different segments of the library collection, and to increase or reflect awareness of current issues and/or events.
2. Display themes range from seasonal to those of local, regional, or national interest.
3. Displays may be arranged in conjunction with library programming and other exhibits in the library.
4. Displays are changed frequently. Circulating materials may be borrowed directly from the display.
5. Suggestions for materials displays may come from staff, patrons, current news headlines, etc.



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Exhibit Request and Agreement

I acknowledge and agree to the attached policy and agree to the following:

Manlius Library will assume no responsibility for the security of items on display.

The exhibitor must:

- Assume the risk of loss or damage to materials exhibited, as no insurance is provided by the library
- Assume the responsibility for installing and labeling the exhibit on the agreed installation date
- Remove the exhibit promptly on the dismantling date
- Give the library the right to remove the exhibit materials if they are not picked up by the agreed dismantling date
- Bear full responsibility for loss of, injury or damage to, any property of Manlius Library

Exhibit materials may be discarded if not claimed within 30 days of the exhibit's end date. The Adult Services Coordinator or designee will review a sample of the work to be displayed.

I, the undersigned, hereby lend the following works or art or other materials to Manlius Library for exhibit purposes only. I [We] have read the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting work at Manlius Library, I hereby hold them harmless and release said Library from responsibility for loss, damage, or destruction while they are on library property.

Name of Individual or Organization: _____

Contact Person: _____

Applicant's address: _____

Contact person's phone number: _____

Description of display (use back if necessary):

Date of exhibit set up: _____ Date of exhibit removal: _____

Signature: _____ Date: _____

Library Staff Notes: