



## **BEDFORD PUBLIC LIBRARY**

### **Ann De Nicola Gallery Exhibit Policy**

#### **Statement of Purpose**

Exhibits in the Ann De Nicola Gallery will further the mission and goals of the Bedford Public Library as adopted by the Library Board of Trustees. All exhibits and activity shall comply with established Library policy. The gallery space is intended for exhibits of a civic, cultural, or educational nature.

The mission of the Bedford Public Library is to provide access to informational, educational, cultural and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information. The Library's mission also includes developing and maintaining the library as the cultural and meeting center of Bedford.

#### **Disclaimer**

The Library's philosophy of open access to information and ideas extends to gallery exhibits and displays, and the Library does not discriminate through its approval of the same. Exhibits and displays are not excluded because of possible controversy.

Granting of permission for displays and exhibits in the Library does not constitute an endorsement by the Bedford Public Library, including its library staff and Board of Trustees, of the display, exhibit or its content.

#### **Priorities for Use of the Ann De Nicola Gallery**

Priority is given to Library initiated exhibits, then community based groups and community members that help the library fulfill its mission statement.

#### **Exhibiting in the Ann De Nicola Gallery**

When space is available, displays by community groups or members are permitted in the Ann De Nicola Gallery. Works on display may be viewed during the Library's open hours.

In order to be considered, applicants must complete an Ann De Nicola Gallery Exhibit application. The Library Director will review all applications. Exhibitors must abide by the following guidelines:

- All artwork must be original. All items must be presentation ready.
- Exhibitors should be aware that the library is a public space where all people are welcome. The Ann De Nicola Gallery is next to the Children's Room entrance. *Obscene material within exhibits is not permitted.*

## **Fees**

The Library does not charge a fee for use of the exhibit space. In accordance with library policy, no admission charge or request for donations will be permitted.

The Library does not act as a sales agent for the community or artist, and will not engage in selling or negotiating for the sale of artwork. Pamphlets, price lists, and/or a citation in the exhibit giving the name, address and/or phone number of a contact person are permitted.

## **Exhibit Set Up**

- Hanging and removing displays is the sole responsibility of the exhibitor. A picture rail is permanently installed in the Ann De Nicola Gallery and wires and hooks are available. The display cases have shelves, but all other necessary materials, signage, display racks, etc. must be provided by the exhibitor. Thumbtacks, nails, screws, adhesives, or permanent alterations to the walls, ceiling, or display cases are not permitted. Removable vinyl display tags are acceptable. Ladders are available. No book display racks are provided.
- The exhibit organizer is responsible for drop off and pick up of works by various members of a group who are exhibiting together.
- Exhibits must be hung and removed on the timeline agreed to with the Library Director. Exhibits are generally displayed for a one-month period. Installation should be completed within the first two or three open days of the month, by arrangement with the Library Director.
- If a work is sold, it may not be removed until the conclusion of the exhibit.
- Exhibits must be removed promptly, or by the last open day of the month. Storage is not available.

## **Publicity**

- Publicity is the responsibility of the exhibitor unless the exhibit is co-sponsored by the Library. Permission to photograph and use images from the exhibit for publicity is assumed granted by the agreement to exhibit.
- Exhibitors may not schedule special openings or other events without the permission (in writing) from the Director. All arrangements must be approved by the Director at least two weeks prior to the event and must conform to other Library policies.
- Any publicity, either written or electronic, of an exhibit being held in the library must identify the sponsoring organization, including a contact name and phone number or email address, and must state: "This exhibit is not sponsored or endorsed by the Bedford Public Library."

## **Responsibility**

The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the Library are done so at the owner's risk. Owners are asked to check their own insurance policies. Exhibit areas are not monitored by staff.

## **Request for Reconsideration of Material on Exhibit**

Bedford, NH residents who wish to request the withdrawal of an exhibit or display, in part or whole, at the Library are encouraged to discuss their concerns with the Library Director. If the resident is not satisfied with the response to their request, the Director will provide the patron with a copy of this policy and a Request for Reconsideration of Bedford Public Library Program, Exhibit, or Display form. When the Director receives the completed form, they will evaluate the item or exhibit using the guidelines outlined in this policy. During the reconsideration process, the material will remain in place and may not be removed. The previously scheduled duration of the exhibit or display will not be impacted by the reconsideration process. The Director will provide a timely written response to the patron making the request. If the patron does not agree with the Library Director's decision, they may appeal the decision to the Board of Trustees. The Board of Trustees' decision will be final.

Adopted by the Board of Trustees, 05/05/2023