



OREGON PUBLIC LIBRARY
EXHIBIT POLICY

I. Purpose

The Library wishes to display certain exhibits of art and other materials that reflect a wide range of views, expressions, opinions and interests for the community subject to and consistent with this Exhibit Policy.

II. Description of Exhibit Spaces

The Library may provide space for exhibits in the Community Room, the Reading Room, and such additional available spaces as the Library Director may provide.

III. Exhibit Criteria

The Library may, at its discretion, accept or borrow art or other materials for exhibit that demonstrates artistic merit, provides cultural or education enrichment, enhances the community's appreciation of the arts and humanities, has a connection to or is relevant to the community, is consistent with the Library's commitment to free expression and cultural diversity, or any combination of such factors. The Library may refuse any request from any person or organization seeking to exhibit its work at the Library.

In addition, the following apply:

- A. Individuals or organizations who want to exhibit at the library must complete an "Exhibitor Application", an "Exhibit Release Form", and agree to abide by this policy.
- B. Displays must be of reasonable size in relation to the space available and must be hung using the library provided art rails.
- C. The appearance and content of each exhibit must be suitable for display to all ages in a public area and shall not contain explicit violence, suggestive nudity, or offensive imagery, even if for educational purposes.
- D. Displays may not include any receptacle for soliciting or collecting donations.
- E. The Library reserves the right to refuse a request from any organization or individual desiring to exhibit work at the library.
- F. The Library may reserve or otherwise limit the space available to exhibit any art for any reason at any time.

IV. Booking, Appeal, and Reconsideration

A. Booking

- a. A committee, created by the Library, will manage the procedure for advertising the request for exhibitors, reviewing applications, selecting exhibits (based on the above Exhibit Criteria), and scheduling exhibitions.
- b. Applications for the exhibit space may be made up to one year in advance.
- c. Requests that do not fall clearly within the exhibit criteria guidelines may be authorized by the Library Director, at their discretion.
- d. Any group or individual whose application is not selected for exhibition may reapply for consideration in the next selection process.

B. Reconsideration

- a. Any individual may request that an item be removed from an exhibit by completing and filing with the Library Director a "Request for Reconsideration Form" that identifies the reasons that such exhibit should be removed from display.
- b. The Library is not required to remove any exhibit for which a "Request for Reconsideration Form" has been filed during the review process.
- c. The Library Board will hear the Request for Reconsideration at its next regularly scheduled meeting and will reconsider if the exhibit item in question conforms to this Exhibit Policy.

VI. Set Up and Promotion

- A. Individuals/Organizations selected to exhibit are responsible for planning, transporting, installing, and removing their exhibits, following guidelines provided by library staff.
- B. The exhibitor must provide images of the items exhibited or allow library staff to take photos for the purpose of promoting the exhibit on the Library's website and social media. Artists are encouraged to advertise their exhibit in their own ways and venues.
- C. Exhibits must be displayed for the entire duration of the agreed exhibition period.
- D. Exhibitors may sell their exhibits subject to the following criteria:
 - a. Prices will not be displayed in the library.
 - b. Library staff or volunteers will not facilitate sales.
 - c. Monetary exchange for art is not permitted on Library property.
 - d. Artists are solely responsible for sales tax collection.

VII. Liability

The Library shall exercise reasonable care to ensure that exhibits are not damaged while on display. Notwithstanding the foregoing, the 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 for exhibit are so placed at the owner's sole risk.

Approved by the Library Board: August 14, 2024