

Effie & Wilton Hebert Public Library
Exhibits & Displays Policy

Policy Statement

Exhibits and displays of materials facilitate an environment that is creative, informational, educational, and leisurely. As such, they are encouraged as a means to promote the Library's mission of providing access to information and resources. Exhibits and displays should promote the Library's services, collections or programs; highlight current issues, events or other subjects of public interest; or display arts, crafts, photographs, writings, or collections which complement the mission of the Library.

THE REGULATIONS AND GUIDELINES SET FORTH BELOW MAY BE AMENDED FROM TIME TO TIME. QUESTIONS REGARDING SAME SHOULD BE DIRECTED TO THE LIBRARY DIRECTOR. ALL EXHIBITORS ARE RESPONSIBLE FOR THEIR EXHIBITS AND NEITHER THE LIBRARY NOR THE CITY OF PORT NECHES ARE LIABLE FOR LOSS OR DAMAGE TO EXHIBITS.

Regulations

1. Display cases, exhibit space, and other potential display areas may be made available to the general public when not needed for City or Library purposes.
2. Displays and exhibits should support the Library's mission and are available for non-commercial, non-partisan, cultural, educational, or civic purposes. Displays/exhibits endorsing a particular political view are not permitted.
3. The Library reserves the right to: 1) Determine appropriateness and use of exhibits and displays. 2) To assure the maximum and most appropriate utilization of its facilities. 3) To cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.
4. The utilization of display and exhibition space by any group or individual shall not imply the Library's endorsement or approval.
5. The Library will provide reasonable care and protection of materials on display and exhibition. However, no special security measures are available and the Library and the City of Port Neches are not liable for damage, theft, or loss of materials on display or exhibition. All items placed in the Library are done so at the owner's risk.
6. Written application and approval for the use of display and exhibit space is required, which shall include a specific description and inventory of exhibit items.
7. The length of time materials will be on display or exhibition is subject to the needs of the library and will be defined prior to approval of the application.
8. Transporting, unloading, hanging, arrangement and dismantling of displays/exhibits shall be the responsibility of the owner/artist under the supervision of the Library staff. If the exhibitor needs assistance in this effort, it is his/her responsibility to bring someone to assist him/her.
9. Exhibitors may work with library staff to integrate information about library services and collections in the exhibit/display or include reference to them with bibliographies, signage, handouts, etc. Library staff will supervise, but not handle display/exhibit items.
10. Displays and exhibits should be removed by providers within one week of the scheduled end of display period or they will be removed by Library staff and stored for up to 30 days. After thirty days, items will be discarded.

Guidelines

- The identification of the individual, group, or agency responsible for the exhibit/display should be clearly stated for the public to see.
- People and organizations using the display cases and exhibit space shall leave it neat, clean, and in orderly condition. Displays must be of a high standard, readable, attractive, eye-catching and making full use of the available space.
- No glue, screws, nails, or thumb tacks are permitted on the cases or walls, except by permission of the Director. Velcro, tape, display stands, background cloth, and other accessories will be provided as available.
- Displays and exhibitions will generally not exceed 6 weeks display time. The exact time available for display will vary depending on the needs and determination of the Library.
- The Library may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Labels for exhibit items should be neat and legible.
- Displays must be suitable for all viewers.
- Any damage to walls or floors arising from displays or exhibits are the responsibility of the exhibitor and will be repaired or costs reimbursed for repairs to be made.

Effie & Wilton Hebert Public Library
Exhibit & Display Case Application

Name: _____ Phone: _____

Address: _____

Email: _____

Date of installation: _____ Date of dismantling: _____

Location to be used (circle one): Display Case / Community Room / Other (specify):

Topic or Type of Display/Exhibit: _____

Items on Display (Please itemize. Use back of form as necessary):

The following individuals are authorized to assist with setup and/or takedown of the collection:

The following individuals are also authorized to retrieve the collection at the end of the display/exhibition period:

I have read and agree to the Effie & Wilton Hebert Public Library's Exhibits and Displays Policy & Guidelines. I understand and agree that the City of Port Neches, the Library, and its staff are not liable for any damages, theft, or loss of materials used for the display/exhibition.

Applicant Signature: _____ Date: _____

Director's Approval: _____ Date: _____