



Exhibit/Display Policy

The Aurora Public Library District makes public exhibit and display space available at its Santori, Eola Road Branch, and West Branch locations in support of the library's role as the place where Aurora comes together to discover, create, connect, and succeed.

The library accepts and considers proposals for temporary exhibits and displays on an ongoing basis. The library accommodates requests as space is available.

The library neither advocates for nor endorses the viewpoints of exhibits or exhibitors.

EXHIBIT/DISPLAY SPACE AT AURORA PUBLIC LIBRARY DISTRICT LOCATIONS

Santori Public Library, 101 S. River Street, Aurora.

The Santori Library's atrium is suitable for large 2D and 3D exhibits and installations. Interested individuals and groups should contact the Special Events Manager at 630-264-4162 or santoriexhibits@aurorapubliclibrary.org.

Eola Road Branch, 555 S. Eola Road, Aurora.

The Eola Road Branch has one secure, glass-front display case, two mobile display cases, and limited exhibit space in other areas of the library. Interested individuals and groups should contact the Eola Road Branch Manager at 630.264.3410 or eolaexhibits@aurorapubliclibrary.org.

West Branch, 233 S. Constitution Drive, Aurora.

The West Branch has four secure, glass-front display cases available for public use. Interested individuals and groups should contact the West Branch Manager at 630.264.3610 or westexhibits@aurorapubliclibrary.org.

PERMITTED USES

The library welcomes exhibits and displays that communicate information about civic, cultural, educational, and recreational programs of likely interest to the local community. These displays may include such forms as:

- Visual arts, crafts, paintings, and drawings, sculpture, other media, and collections
- Promotion of interest in the use of books and other library resources, community affairs, organizations, activities
- Interactive displays, subject to space constraints and the library's discretion

PROHIBITED USES

- Materials promoting or advertising a commercial product or service
- Materials promoting or opposing candidates for office or other ballot-related issues
- Material that threatens violence or intimidation of an individual or group

EXHIBIT SELECTION PROCESS & CRITERIA

Exhibits are accepted at the library's discretion only. The library reserves the right to refuse a request from an organization or individual desiring to exhibit work at the library. The library reserves the right to refuse to allow materials that it deems to be awkward to display, take up disproportionate space, be otherwise unsuited to the space, or potentially require the library to incur expense. The library also reserves the right to reschedule, postpone, or remove an exhibit when such a display is deemed to interfere with library business or service.

Occasionally, the library may issue an invitation to exhibit to a specific artist or organization.

Selection criteria may include:

- Importance/relevance/interest to Aurora's diverse community
- Reputation of artist or collection
- Variety of media and styles
- Aesthetic quality and technical quality
- Condition, size, weight, or fragility of the objects proposed
- Cost to produce exhibit and the extent of the library's liability
- Other practical considerations

FEES

There are no fees to exhibit materials at the library. The library will make every effort to contact the owner within 10 days of the exhibit close. If the owner does not respond after 10 days, the items will become property of the library to dispose of as it sees fit. In doing so, the library will follow its established practices for disposal of surplus property and may assess a fee to an exhibitor who neglects to retrieve all materials.

EXHIBIT SALES ONSITE

The library does not handle any exhibitor sales transactions, oversee, or secure exhibitor's cashbox, or keep exhibitor's cash overnight. All transactions of this nature are to be handled directly by the artist or designee and the artist's client. Items submitted for exhibit must remain on premises for the duration of the exhibit. The library will neither handle nor arbitrate any disputes relative to these transactions.

DISCLAIMERS

The library assumes no responsibility for materials, equipment or any other article left by the organization, group or individual in the library and will not be liable for loss, theft, or damage thereto.

Exhibitors using library exhibit cases or exhibit space assume responsibility for any damage they incur to library property.