



Exhibiting Art or Craft Work Policy

I. Purpose

The Hiawatha Public Library welcomes exhibits and displays of interest, information, and enlightenment to the community by individuals, organizations, or community groups within the Metro Area.

II. Conditions of Exhibition

- A. The scheduling and organization of exhibits will be the sole responsibility of the Library Representative. All exhibits must be approved by the designated representative of the library. Approval or disapproval is at the discretion of the library representative. The final authority for approving all exhibits is the Library Board of Trustees. The Hiawatha Public Library reserves the right to prohibit any person from displaying artwork and crafts in the library. Displays advocating a specific individual, issue, or advertising for a business will not be allowed.
- B. Only those non-library materials which would promote or complement the collections of the Public Library will be included in exhibits.
- C. Anyone who wishes to make the Public Library aware of resources available for possible inclusion in a Library exhibit should fill out an "Exhibit Resource" form. This should be given to the designated representative of the library.
- D. Materials from for-profit organizations or those prepared primarily for commercial purposes will not be included in Library exhibits.
- E. Public Library staff will work with lenders in setting up exhibits. The Public Library reserves the right to make the final decision on how all of its exhibits are arranged.
- F. The Public Library will provide signage for non-library items included in its exhibits.
- G. No lender may change, add to or remove any items in an exhibit during its scheduled

time. Changes may only be made by authorized Library personnel.

- H. Lenders will be asked to supply background information on the items lent to exhibits at least four weeks in advance of the exhibit opening to ensure adequate lead time in developing signage and writing news releases for the media.
- I. The library staff shall decide on the arrangement and length of display time of all exhibits. All exhibit items must be approved by the library director. The library assumes no responsibility for preservation, protection, or possible damage or theft of any item displayed or exhibited. All items displayed at the library are done so at the owner's risk.
- J. The Library may accompany its exhibits with complementing brochures, bookmarks or other items related to the exhibit's theme.
- K. Because of the volume of exhibits the Public Library presents each year, and the limited storage space for exhibits, it is imperative that materials lent to exhibits be dropped off and picked up at designated times. The Public Library will not be responsible for any items loaned for exhibit. Any items left more than four weeks may be disposed of as the Public Library sees fit.
- L. The Hiawatha Public Library is not responsible for theft or damage, nor does it carry insurance to protect items loaned for display in its cases or in its exhibit areas. Insurance is the sole responsibility of the lender.
- M. All exhibits must conform to the space restrictions of the display areas. Exhibits to be hung on the walls or display panels shall be done so securely and under the guidance of the library personnel.
- N. All persons loaning items for exhibits in any Public Library agency must complete and sign "The Lender's Agreement." The Agreement must be signed before any loaned items are placed on exhibit. A separate Agreement is required for each exhibit. The lender should be given a copy of the signed Agreement.
- O. It is the responsibility of Library staff when arranging to borrow any non-library item for exhibit to explain that the lender must sign the Agreement.
- P. It is the responsibility of the Library Representative to keep on file all Resource Forms and signed Lender's Agreements for loans to exhibits in the Library for a period of one calendar year.

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