



# Exhibit/Display Policy

The Aurora Public Library 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 LOCATIONS

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

The Santori Library's Atrium is suitable for large 2D and 3D exhibits and installations. Adjacent to and visible from the Atrium, are two secure glass window areas that may be divided into two or up to four exhibit spaces for smaller displays. Interested individuals and groups should contact the Special Events Manager at 630-264-4165 or [santoriexhibits@aurorapubliclibrary.org](mailto:santoriexhibits@aurorapubliclibrary.org).

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

The Eola Road Branch has exhibit wall space; two secure, glass-front 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](mailto:eolaexhibits@aurorapubliclibrary.org).

**West Branch**, 233 S. Constitution Drive, Aurora.

The West Branch has three secure, glass-front display cases and limited exhibit space in other areas of the library. Interested individuals and groups should contact the West Branch Manager at 630.264.3410 or [westexhibits@aurorapubliclibrary.org](mailto: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 include:

- Importance/relevance to 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 may assess fees to an exhibitor who neglects to retrieve all materials from library premises within the period stated in the original agreement. The library will attempt to contact the owner twice within ten days of the exhibit close. If the owner does not respond after ten 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.

## **EXHIBIT SALES ONSITE**

Exhibitors desiring to sell exhibited items must secure permission and make special arrangements with the library prior to the exhibit's installation. 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 his/her designated representative) and the artist's client. 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.