

Exhibit and Display Policy

In keeping with our mission, the Library welcomes the opportunity to allow community groups, organizations or individuals to use the Library for exhibits of an artistic, cultural, educational, civic, or recreational nature which will be of interest to Library users. The Library staff reserves the right to accept or deny all exhibit or display requests and to determine the time, location, space, and manner of all accepted displays or exhibits. Exhibits of Library materials and activities will be given first consideration.

Acceptance of an exhibit does not constitute an endorsement by the Library of the views, beliefs, or policies of exhibitors.

Exhibits may be open to the public during Library hours. However, since the Library is used for programs, organization meetings and events, exhibitors must understand that there may be times when their exhibit will be unavailable for viewing.

The Library will make every reasonable effort to protect items displayed, but exhibitors recognize that that the Library is a public building used by a large number of people. The Library will not be responsible or liable for any loss or damage to works on display.

Adopted by the Board of Trustees August 16, 2010. Revised 3/30/2020

Guidelines for Exhibitors

Scranton Library exhibits will have first priority, followed by Madison artists, collectors, organizations, then those from the shoreline and surrounding area. Exhibits by persons or organizations for commercial purposes is not allowed. Organizations or group exhibitors should designate one representative to coordinate their exhibit with the Library.

Requests for exhibit space will generally be considered in the order in which they are received, with possible exceptions being made for vital timeliness of a particular display or exhibit. Usually an exhibit is on display for one month. Exceptions should be discussed with the Adult Services/Programming Librarian.

It is the responsibility of the exhibitor to set up, take down, and remove the exhibit and to ensure that the items to be displayed on the walls are prepared for hanging. The Library has some equipment for hanging artwork; any other equipment must be approved by the Library before it can be used. The times for set up and take down of the exhibit must be agreed upon with the Adult Services/Programming Librarian.

The Library is unable to provide storage for the property of individuals or organizations exhibiting in the Library.

The Library is not in any way involved in the sale of any exhibit item. The exhibitor may post prices and/or a price list and may provide contact information. No commercial transactions are permitted on Library property. If items are sold, many exhibitors donate a portion of the proceeds to the Library, but this is not required.

Exhibitors may hold an opening or reception for the exhibit, but must coordinate in advance with the Adult Services/Programming Librarian according to the Library's Meeting Room Use policy. The exhibitor is responsible for set up, cleanup, and any damage to the Library or Library equipment that may result either from the reception or from the exhibit itself.

Publicity materials relating to an exhibit are the responsibility of the exhibitor. The Library will provide publicity only in its standard in-house public relations media based on information provided by the exhibitor.

Please detach and return the following portion of this document to the Adult Services/Programming Librarian at the E.C. Scranton Memorial Library, 801 Boston Post Rd. Madison, CT 06443

I have read the Scranton Library Exhibit and Display Policy and Guidelines for Exhibitors. I understand and agree to abide by them, should my exhibit be chosen for display.

Print name:

Date:

Sign name:

Phone:

Address:

E-mail:

Organization:

Type of display: