

Berne Public Library Exhibits and Displays Policy

The Berne Public Library encourages exhibitions and displays to meet the needs of the community for life-long learning and entertainment and has provided space in the community room of the library for this purpose.

Conditions of Exhibits: The display will meet acceptable community standards. All age groups use the Library on a regular basis. Proposed exhibits should be suitable for viewing by all ages.

Applications: An application for exhibits may be picked up at the circulation desk or printed off the website. The completed application should be submitted to the Library Director. Reservations will be considered on a first-come-first served basis. The requirements of the Library take precedence over those of exhibitors. Application for exhibiting is open to all, with preference given to civic groups of the Town of Berne and the Berne-Knox-Westerlo School district, followed by individual residents of the Town of Berne. In fairness to numerous community groups, the Library may limit the frequency and length of time which exhibits or displays may be mounted by the same organization.

Approval: Acceptability of an art exhibit is at the discretion of the Library Director, whose decision may be appealed to the Library Trustees. Mounting of the exhibits or displays does not indicate Library endorsement of the ideas, issues, or events promoted by those exhibits or displays.

The Library Director will work with a Committee on Exhibits that will recommend the selection and scheduling of exhibits for the library. All requests by applications for exhibit space will be forwarded to the Committee, which will meet on an as needed basis to choose exhibits.

Setting Up: Artists must arrange time(s) with the Library Director or the Director's Designee for hanging and/or setting up art works, and are responsible for proper and safe framing and hanging using the Library's existing system. The artist is responsible for the set up and removal of the display in a timely manner. The Library reserves the right to remove an exhibit that has been left past the reservation period. The Library is unable to provide storage space for the exhibitor's materials or items.

Art Sales: An artist whose work is accepted for exhibition may, discreetly, indicate which works, if any, are for sale, and, in order to arrange sales, display the artist's name and contact information. The Library does not engage in or arrange sales.

Publicity: The Library Director or the Director's designee will facilitate publicity about the exhibit.

Insurance: Neither the Library nor the Library Board accepts responsibility for loss or damage to any exhibit or display. The Berne Public Library does not carry insurance on works on exhibit at the Library and assumes no responsibility for the preservation, protection or possible damage or theft of any item on exhibit. Each exhibitor will sign a form that releases the Berne Public Library from any responsibility for exhibited items.

Policy Adopted July 12, 2018