



## **DENTON PUBLIC LIBRARY**

### **EXHIBIT POLICY**

Approved by the Denton Public Library Board, September 2, 2004  
Reviewed by the Library Management Team, November 4, 2021

Exhibit space is available to groups and individuals on an equitable basis. The Library will consider a wide range of expression in deciding on potential exhibitors. However, in deciding the suitability of any exhibit, the Library is mindful that the exhibit area is used by all segments of the community and viewed by all age groups. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court, or material which would lead to breach of peace or which advocates the violation of State criminal laws.

The Library will use the following criteria for selection:

- subject, technique and style suitable for intended audience
- artistic expression
- appropriateness to special events, anniversaries, holidays, etc.
- historical or regional relevance
- relation to other events or exhibits in the community
- ease of installation
- representation of an influential movement, genre, trend or national culture
- significance of the contributor
- attention of viewers and the public

The exhibit space is not to be used for advertising for commercial enterprises or political candidates.

The Branch Manager must approve all exhibits and reserves the right to prohibit any person or group from displaying materials.

### **BOOKING**

Groups wishing to display their items must complete an Exhibit Loan Agreement Form. This form does not guarantee placement of an exhibit.

Reservations will be revoked if the Library determines in its sole discretion the exhibit is not in compliance with this policy and any expenses incurred by a group will be that group's responsibility. The Library reserves the right to change, reschedule or cancel exhibits when necessary.

### **SETTING UP AND REMOVAL**

Exhibitors must arrange time(s) for hanging exhibits through the Library. The work must be prepared for hanging or display. The Library does not provide storage space. No modification of the library facility is permitted for the installation of an exhibit. No tape or stickers shall be affixed to the walls.

If the exhibit is not claimed within a two-week time period after the closing date of said exhibit, and after notification to the exhibitor in writing, the Library is not responsible for the exhibit and may dispose of the items as it sees fit.

**LIABILITY**

The Library does not carry insurance on materials loaned to the Library for exhibit. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited. All items placed in the library for exhibit are so placed at the owner's risk.

**PUBLICITY**

The Library provides very limited publicity. Information about exhibits and receptions may be included in the library's marketing. Exhibitors are welcome to do any other desired publicity on their own.

**SALES**

No prices, sale notices, or advertising other than the name of the piece, exhibitor's name, and contact information may be affixed to items. The library will not act as the exhibitor's agent in the sale of his or her work.

The views in the works exhibited are those of the exhibitor and are not necessarily those of the Library.

# Exhibit Loan Agreement

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Title of Exhibit

Dates of Exhibit

Inventory of Contents

This certifies that I have read and understand the Denton Public Library Exhibit Policy. In signing this agreement, and in consideration for the placement of the exhibit on display in the library, I consent to honor the Exhibit Policy, and agree to the terms thereof.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Organization\_\_\_\_\_ Phone\_\_\_\_\_

Email: \_\_\_\_\_

*Submitting this form does not guarantee placement of an exhibit.*

To be completed at end of exhibit period:

This certifies that I have removed the display and received all contents listed above.

Signature\_\_\_\_\_ Date\_\_\_\_\_