

Goshen Public Library & Historical Society Exhibit Policy

Goshen Public Library & Historical Society (the “Library”), an educational, cultural, and civic institution, provides exhibit and display areas consistent with its mission. Educational, cultural, civic, and governmental groups and local artists and collectors may reserve an exhibit space in accordance with this Exhibit Policy. Purely commercial use of the display space is prohibited.

Exhibits and displays do not reflect endorsement or advocacy for any point of view by the Library.

Two areas available to the public for displays: one vertical glass display case in the Library lobby, and the Pomares Community Room (the “Community Room”). The views expressed in the works or objects exhibited at the Library are those of the artist (or owner) and are not necessarily those of the Library and its staff, Trustees, or agents, or the Friends of the Goshen Public Library & Historical Society and its membership.

Liabilities

The Library assumes neither responsibility nor liability for the possible damage, destruction or theft of any item displayed or exhibited. All items placed in the Library are there at the owner’s risk. Exhibitors must sign the release on the *Exhibit & Display Application* form before the exhibit begins. It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

Guidelines

- Library use of any exhibit/display space takes precedence in scheduling.
- All exhibits and displays must be approved by the Library Director or their designee.
- Requests must be submitted on a completed *Exhibit & Display Application* and an itemized list of works to be exhibited.
- Requests will be considered in the order they are received.
- The Library will preview the work to be shown prior to granting permission to exhibit. Factors considered in the approval process include:
 - Artwork must be the original work of the submitting artist.
 - Consistency with the Library’s mission.
 - Relevance to and consistency with community needs, interests, and standards.
 - Space requirements for display. The Community Room is a community space for all ages, including pre-school children, and used for large group meetings.
 - Fragility of the art.

The Library reserves the right to require modifications to, or to reject, any part of an exhibit or display.

The Library reserves the right to limit the size, number, and placement of items; the schedule of any display; the frequency with which an individual or group may present an exhibit or display.

The Library reserves the right to limit or modify a request for an opening or other reception around the exhibit.

- Exhibitors are responsible for the installation and removal of their displays in coordination with the Library. Exhibits or displays not removed on or prior to the established end date will be removed by the Library.
- Exhibits cannot in any way disrupt the normal routine of the Library.
- Artists displaying their work may post their prices and contact information. The Library is not responsible for the sale of artwork.
- The exhibitor will provide a display card or title label indicating the title of the work, artist, medium and price. The Library will provide exhibitor with the label specifications.
- Permission to photograph or reproduce any work accepted for exhibition, for purposes of publicity, is considered granted unless otherwise stated in writing on the *Exhibit & Display Application*.

Reservations And Cancellations

Exhibits may be for 30 or 60 days. In order to provide equitable access to exhibit and display areas, non-Library exhibits and displays may remain for no more than 60 days. Groups may reserve a specific area for no more than 60 days annually. Individuals may reserve a specific area for no more than 60 days every two years.

The Library reserves the right to cancel or reschedule any exhibit or display if a Library event/program needs the area. To the extent it is reasonably practicable, the Library will provide two (2) weeks' notice of cancellation.

Sales

Works of art on display at the Library may be offered for sale. Prices will be established by the artist. The artist is responsible for transacting the sale of any work directly with the purchase; no sales will be made through the Library staff. Works that are not for sale must be clearly designated "NFS" (not for sale). Works sold must remain on exhibit throughout the designated period.

Fees

The *Exhibit & Display Application* will note any fees for exhibit and display and reception fees. The Library Board of Trustees may modify fees on an annual basis.

Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

Adopted by the Board of Trustees on October 10, 2023.