



## LIBRARY POLICY

	TITLE	PRINT DATE 8/31/2015
	ARTWORK DISPLAY POLICY	ADOPTED DATE 07/22/1999
REVISION 0.0		REVISED DATE
		REVIEW DATE 08/27/2015

### POLICY

Governing the display of works of art and craft by members of the public within the library.

### PURPOSE

The Frankfort Public Library District welcomes the opportunity to allow community groups, organizations, or individuals to use the designated display area of the Library.

### SCOPE

Applies to: Displays of material belonging to patrons or staff presented anywhere within the library.

### PROCEDURAL CONTROL

CIRCULATION - ADULT SERVICES -X YOUTH SERVICES - COMPUTER LAB MONITORS

It is the policy of the library not to present exhibits that advertise commercial endeavors, that advocate the election of specific candidates or seek to influence the votes of a legislative body or the policy decisions of a governmental body, to urge support of or opposition to any religious belief, or any exhibit which would materially and substantially interfere with the proper functions of the Library, because of excessive noise, a significant safety hazard or a significant security risk. No material which is obscene, defamatory, invades a particular person's privacy, or directly incites violence may be displayed.

Prices may not be affixed to any material on display, although an exhibitor's name, address, and telephone number may be posted.

An Art Review Committee appointed by the Administrative Librarian will make the display. Acceptance of artwork by the Frankfort Public Library District does not constitute an endorsement by the Frankfort Public Library District of the group's or individual's policies or beliefs. The Review Committee will be responsible for selecting artwork, establishing and maintaining contact with community organizations and for resolving any display conflicts. Final approval for display will be given by the Administrative Librarian.

Artwork will be scheduled for exhibit for a period of one to three calendar months, to begin with the first working day of the month. Exceptions must be approved by the Administrative Librarian. Publicity for a display is also the responsibility of the exhibitor. All artwork for display must be picked up within 30 days of the end of display or artwork becomes the property of the Frankfort Public Library District to be disposed of at the Library's discretion.

All materials in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damages or loss suffered on its premises, nor the cost of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit. The Library does not carry insurance on any items owned by the exhibitor. The Library will not provide storage for the property of organizations or individuals displaying in the Library. All exhibitors are required to sign the attached form which releases the Library from any responsibility for displayed items.

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**ART EXHIBIT RELEASE**     **Please read carefully before signing.**

I, (print name) \_\_\_\_\_, hereby lend the following works of art or other material to the Frankfort Public Library District, for exhibit purposes only. I have read the Library's official **Artwork Display Policy** and understand it. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility, for loss, damage, or destruction while they are in the possession of the Library.

Description of materials loaned \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone (    ) \_\_\_\_\_