



LAWRENCE PUBLIC LIBRARY: Art Exhibits

707 Vermont Street, Lawrence, KS 66044 785-843-3833 lawrencepubliclibrary.org

Introduction

The Lawrence Public Library welcomes exhibits and displays. We feel that exhibits and displays in the Library offer a means for public expression by individuals and groups in the community. Exhibits and displays also enrich the Library by allowing it to serve in a community forum role.

The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the Library, thus ensuring appropriate use of these spaces in a manner that is consistent with the library's other service objectives.

This policy provides practical steps for exhibitors. This policy is supplemented by the Library's Patron Service Policies, a portion of which is included as Appendix A.

Exhibit Areas Available

The Library has two forms of exhibit space: (1) wall space behind the reserves and media, and (2) wall space to the east of the self check stations. The Lawrence Public Library welcomes the use of these exhibit spaces at no charge on a reserved-only basis by governmental agencies, not-for-profit organizations, and individuals and groups engaged in educational, civic, cultural, intellectual, and charitable activities.

The dimensions of the exhibit areas available to the public are defined in Appendix B of this policy.

No exhibits may be mounted by the public outside of the exhibit area defined in this policy, as they may interfere with other library operations and public safety.

Scheduling of Exhibit Areas

All exhibit scheduling is coordinated by the Library's Art Committee. Library exhibit areas are available to the public through submitted proposals and a library selection process, and are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library sponsored ex-



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hibits and displays will have priority, followed then by local Lawrence and Douglas County residents.

It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group. Up to three exhibits may be scheduled at one time. Reservations for exhibit areas may be made up to one year in advance.

Individuals and groups interested in placing exhibits and displays in the Library are encouraged to visit the Library to view the available spaces before making application to use the exhibit area.

Exhibit areas will be available only if a reservation application is made in advance. Applications may be submitted in person or electronically using the Library's Art Exhibit Application, a copy of which is attached to this policy. In order to be considered, applications must have at least three photograph examples of artwork attached.

The Art Exhibit Application may be obtained on the Library's website or at the welcome desk of the Library. Completed application forms may be returned to the welcome desk or emailed to the Library's Art Committee at art@lawrencepubliclibrary.org.

The Library's Art Committee will review all requests for exhibit area use and determine eligibility prior to granting approval.

Failure to meet the requirements contained in this policy and the Art Exhibit Application may result in the denial of future exhibit space privileges, and/or financial liability for damages.

Installation and Removal of Exhibits

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.

Exhibitors may not move any existing exhibit or library materials during the installation of their exhibit.

Individuals or groups using the Library's exhibit spaces may not install their work



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prior to the date that on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided. The gallery walls are designed so that two-dimensional exhibit pieces may be hung from a metal art rail using cables with attachments (provided by the library).

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The using individual or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Lawrence Public Library as shall be caused or inflicted by the using individual or organization.

Exhibits must be removed on or before the scheduled removal date. Exhibits which are not removed by that date will be removed by Library staff and kept in storage. The library will not be responsible for any artwork left in storage after 10 days.

Groups and individuals using the exhibit areas are responsible for basic clean up and returning the space to order.

It is appropriate for exhibit owners to visit the exhibit space in the Library periodically during the time it is on display to assure that no portions of the exhibit have fallen to the floor or have otherwise become unkempt.

Descriptive Labeling

Each exhibitor is encouraged to supply an artist's statement, along with a short written description of the show and/or each piece being displayed. The Library may use this information in promotional materials. If information placards for each piece is desired, please indicate this in your proposal and the Library Art Committee will create descriptive labels that adhere to the Library's signage standards. This practice will enhance the effectiveness of exhibits and displays.

It is appropriate for the artist to supply copies of descriptive materials to staff at the Library's information desks so that Library staff can provide information to members of the public who inquire about current exhibits and displays.

Responsibility for Loss or Damage



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Each exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item as part of their Art Exhibit Application (unless waived by the Library Art Committee).

Each exhibitor agrees, as a condition of the display of their exhibit in the Library, that the Library assumes no responsibility for loss of or damage to exhibited materials, and agrees to forever release and discharge the Library, its officers, trustees, invitees, agents, and employees from all such loss or damage.

Each exhibitor agrees to hold the Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and shall indemnify the Lawrence Public Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorneys' fees).

Cancellation of Exhibits

The Library Art Committee, Library Director and Library Board reserve the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action.

If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.

Appendix A. Exhibits and Displays section from the Lawrence Public Library Patron Service Policies.

Exhibit areas in the Library are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Library and the community. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Library.

Material which is obscene or gruesome will not be exhibited. Exhibitors whose



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materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

The fact that an organization or person is permitted the use of a Library exhibit area does not in any way constitute an endorsement by the Library of their policies or beliefs and no claim to that effect may be used in advertising.

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

Appendix B. Exhibit Area Dimensions.

The following spaces are available for the display of exhibits and displays. No spaces other than the ones specifically detailed below may be used.

Wall Space. There are two wall spaces available on which to hang artwork and other exhibits. These wall spaces are ideal for the display of two-dimensional artwork such as framed or unframed drawings, watercolors, paintings, and posters, as well as two-dimensional displays.

1. The west wall of the library's core on the main level contains two spaces that are 22 ft wide each, separated by a door. An art rail at the top of the 10 ft high wall allows for cables with attachments to hang artwork (cables and attachments provided by the library). No artwork may be attached directly on the wooden wall, but must be hung from the art rail. Upon the Library Art Committee's review, these areas may be grouped together for one exhibit, or they may be used as two individual display spaces.
2. The east wall of the check out corridor contains a space that begins at the south edge of the corridor and continues to the first support column on the east side. The wall space measures 18 ft long by 10 ft high. An art rail at the top of the wall allows for cables with attachments to hang artwork (cables and attachments provided by the library). No artwork may be attached directly to the wooden wall, but must be hung from the art rail.