

## EXHIBIT/DISPLAY POLICY

The purpose of the Chester County Library and Henrietta Hankin Library's (Library) exhibit/display facilities is to fulfill its mission to promote intellectual freedom, lifelong learning, and cultural and leisure activities, and to increase public awareness of the Library's resources. The Library provides exhibit/display facilities for public and Library use. Exhibits/displays using these facilities shall further one or more of these purposes:

- a. To call attention to a theme related to Library services, collections or programs.
- b. To bring together Library materials from several subject areas which relate to a theme of current interest.
- c. To highlight current issues, events or other subjects of public interest.
- d. To display high quality original art, crafts, photographs or writings created by Chester County artists or contained in traveling exhibits.
- e. To explain the activities of, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual or charitable activities.
- f. To display interesting collections or hobbies of local residents.

The Library assumes no responsibility for theft, loss, damage or destruction of items left for exhibit/display.

All exhibits/displays must meet existing State and Federal laws on obscenity, libel, copyright, defamation of character or invasion of privacy.

The Library does not accept responsibility for ensuring that all points of view are represented in any single exhibit/display. Granting of permission to exhibit/display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

The Library reserves the right to refuse space to exhibits/displays that, in its opinion, do not further its mission as stated above. Exhibits/displays can be removed by the Library at any time without notice.

Library-produced or solicited exhibits/displays have priority over exhibits/displays proposed by non-Library groups or individuals. Priority for exhibits/displays is given to groups and individuals within Chester County.

Exhibits/Displays of original art must be accepted for exhibit/display by the Display Advisory Committee.

Library exhibit/display space may not be used as a sales gallery.

Name and contact information for the group or individual providing the exhibit/display must be a part of the exhibit/display.

All publicity material promoting the display must be submitted to the Library for approval before its release.

The library may designate spaces for particular types of exhibits/displays to make best use of exhibit/display units and/or to make accessible to the intended audience.

All exhibits/displays must adhere to established guidelines for mounting.

A single group or individual is limited to a single one-month exhibit/display in a twelve-month period, unless mutually agreed upon by the Library and exhibitor.

The Director shall establish a Display Advisory Committee to review proposals for shows of original art to ensure that exhibits/displays in the Library are of high quality. The Committee shall consist of at least two staff members who are knowledgeable in the field of art and the Library's purposes for exhibits/displays.

*Approved by the Chester County Library  
Board of Trustees  
7/17/2012*

## EXHIBIT/DISPLAY GUIDELINES

**Chester County Library welcomes local artists, photographers and others to exhibit their work in the Library.**

An Exhibit/Display Application & Release form can be obtained at the library or at <http://www.chescolibraries.org/about/library-policies> (Exhibit/ Displays). The completed application must be mailed, submitted in person or emailed to the respective Library at one of the addresses below. The application must be accompanied by a CD or attached file of jpeg images containing a sampling of artwork to be exhibited/displayed.

Display Advisory Committee Chester County Library 450 Exton Square Parkway Exton, PA 19341 <a href="mailto:shutcheson@ccls.org">shutcheson@ccls.org</a> <a href="mailto:mlynch@ccls.org">mlynch@ccls.org</a>	Exhibit Coordinator Henrietta Hankin Branch Library 215 Windgate Drive Chester Springs, PA 19425 <a href="mailto:mbouvier@ccls.org">mbouvier@ccls.org</a>
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Exhibitors must display at least one small sign on the wall of the exhibit/display area indicating their name and contact information. No prices are to be posted in the Library. Items sold during the exhibit/display may not be removed before the exhibitor's closing date unless replaced with an item that is acceptable to the Display Advisory Committee.

The exhibitor is responsible for the set up and removal of the exhibit/display in a timely manner. Exhibitors assume responsibility for any damage to Library property resulting from their use of Library facilities, and charges will be assessed by the Library.

Chester County Library reserves the right to dismantle an exhibit that has been left past the reservation period.

# Art Exhibit/Display Application & Release

This completed application must be mailed, submitted in person or emailed to the addresses below.  
**The application must be accompanied by a CD or attached file of jpeg images containing a sampling of artwork to be exhibited/displayed.**

Display Advisory Committee Chester County Library 450 Exton Square Parkway Exton, PA 19341 <a href="mailto:shutcheson@ccls.org">shutcheson@ccls.org</a> <a href="mailto:mlynch@ccls.org">mlynch@ccls.org</a>	Exhibit Coordinator Henrietta Hankin Branch Library 215 Windgate Drive Chester Springs, PA 19425 <a href="mailto:mbouvier@ccls.org">mbouvier@ccls.org</a>

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Briefly describe the exhibit/display and the number of works to be exhibited/displayed.

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Month \_\_\_\_\_ Year \_\_\_\_\_ you wish to reserve the exhibit area.

*I have read, understand and agree to abide by the Chester County Library Exhibit/Display Policy and Guidelines. I agree to assume full responsibility for my exhibit and to ensure that it is set up and removed on the agreed upon dates. I understand that in offering my works of art to be exhibited/displayed in the Library, that I release the Chester County Library and Henrietta Hankin Branch Library, their Board of Trustees and the County of Chester from any liability for injury or damages, destruction, loss or theft of item(s) that may occur during the exhibit/display period or during installation or removal or exhibit/display.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Staff Use Only

Exhibit Dates: From \_\_\_\_\_ To \_\_\_\_\_ Staff Initials \_\_\_\_\_