

EXHIBIT/DISPLAY POLICY

The purpose of the exhibit/display areas of the Chester County and Henrietta Hankin Branch Libraries (Library) is to fulfill the Library's mission "...to provide informational, educational and cultural services to the residents of Chester County and member libraries so they may be life-long learners". The Library provides exhibit/display areas for public and Library use. Exhibits/displays 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 reserves the right to refuse space to exhibits/displays that, in its opinion, do not further its mission as stated above.

The Library assumes no responsibility for theft, loss, damage or destruction of items left for exhibit/display or if not retrieved by the agreed upon date after the end of the exhibit period.

Exhibits/displays can be removed by the Library at any time without notice.

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.

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.

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.

Exhibits/Displays of original art:

- a. 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.
- b. Exhibits/Displays of original art must be approved for exhibit/display by the Display Advisory Committee, prior to installation.

All publicity material promoting the display must be submitted to the Library for approval before its release. Exhibitors wishing to hold an event in conjunction with the exhibit must abide by the Chester County Library Meeting Room Policy.

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

*Approved 7/17/2012
Revision Adopted 10/24/2017
Revision Adopted 12/15/2020*

EXHIBIT/DISPLAY GUIDELINES

Chester County Library welcomes local artists, photographers and others to exhibit their work in the Library. We strive to display high quality original arts, crafts, photographs, and other works of public interest in order to celebrate the talents of local artists with Library visitors. All exhibits must adhere to the Exhibit/Display Policy.

The application process: An Exhibit/Display Application & Release form is included below for your convenience or, if you prefer, copies can be obtained at the Library or online at <http://www.chescolibraries.org/about/Library-policies> and select 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 flash drive, an attached file of jpeg images, or a link to a webpage containing a sampling of artwork to be exhibited/displayed. Applications are reviewed as they are received on a first-come, first-served basis, and will be reviewed within 3 weeks of receipt. A confirmation with notation of exhibit dates will be sent upon approval. Applications to exhibit will be evaluated on the basis of originality, artistic quality, and suitability.

Display Advisory Committee Chester County Library (CCL) 450 Exton Square Parkway Exton, PA 19341 shutcheson@ccls.org jwilliams@ccls.org	Display Advisory Committee Henrietta Hankin Branch Library (HHB) 215 Windgate Drive Chester Springs, PA 19425 cviola@ccls.org droberts@ccls.org
---	--

Responsibility for Use:

Exhibitors must display at least one small sign or a business card on the wall of the exhibit/display area that includes their name and contact information. Artist contact information may also be included on informational materials but no price tags may be placed on art objects. Those interested in making purchases will be asked to contact the artist directly. To better promote the exhibit, it is suggested that the artist provide the Display Advisory Committee with a list of the titles, sizes, and medium of works to be shown at the time of installation.

The Library cannot assume liability for lost, stolen, or damaged works. Owners are asked to check their own insurance policies in regards to theft or damage. Exhibitors assume responsibility for any damage to Library property resulting from their use of Library facilities and charges will be assessed by the Library. The Library reserves the right to dismantle an exhibit at any time without notice. Artists/groups who fail to hang or remove an exhibit on assigned dates may lose the opportunity to display in the future.

Installation and Removal:

Chester County Library (CCL) – The CCL has two display areas:

The Lobby Display Wall is a slat wall that measures 8.5 feet by 8 feet and all works must be suitably framed and/or wired and ready to be hung from supplied hooks. Each work cannot exceed 100 lbs. and, for reasons of safety, works made of concrete or plaster are prohibited. Exhibits are scheduled for one month and works of art shall remain on display throughout the exhibit period.

The Reference Display Wall uses a picture rail system with hooks and cables for hanging art and measures 35 ft. wide x 5 ft. tall. All works must be suitably framed and/or wired and ready to be hung from supplied hooks. Each work cannot exceed 40 lbs. and, for reasons of safety, works made of concrete or plaster are prohibited. Exhibits are scheduled for 3 months and works of art shall remain on display throughout the exhibit period.

For both CCL display locations, the exhibitor is responsible for the set up and removal of the exhibit/display. The work(s) must be set up by the 3rd of the month and removed on the last day of the month of the agreed upon exhibition period unless advanced arrangement have been made.

Henrietta Hankin Branch (HHB) Library- HHB Library has two display areas. One space consists of 2 wall spaces, a wall with a rail system for hanging art (26 ft. wide x 6 ft. tall) and a slat wall which accommodates S-hooks or provided vinyl covered wire shelving (26 ft. wide x 5 ft. tall). The second display area is a tall, lit, lockable display case. It measures 4 ft. wide x 1.5 ft. deep x 5 ft. tall and has 3 movable glass shelves. Exhibits are scheduled for specified times, generally 3-4 weeks. Works of art shall remain on display throughout the exhibit period. The exhibitor is responsible for the set up and removal of the exhibit/display. The work(s) must be set up and removed on the agreed upon dates.

PREPARING FOR YOUR DISPLAY:

- Have you read the Exhibit/Display Policy and guidelines?
- Have you completed Application and Release Form?
- Have you submitted samples of your work?
- Have you checked your insurance policy?
- Is the work ready to be displayed?
- Have all prices been removed?
- Do you have a list of works to be shown?
- How will you display your contact information?

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 flash drive, an attached file of jpeg images, or a link to a webpage containing a sampling of artwork to be exhibited/displayed.**

Display Advisory Committee Chester County Library 450 Exton Square Parkway Exton, PA 19341 shutcheson@ccls.org jwilliams@ccls.org	Display Advisory Committee Henrietta Hankin Branch Library 215 Windgate Drive Chester Springs, PA 19425 cviola@ccls.org droberts@ccls.org
---	--

Name _____ Email _____

Address _____

City _____ State _____ Zip _____ Phone _____

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

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 _____

Staff Use Only

Exhibit Dates: From: _____ To: _____ Staff Initials _____

Exhibit Location: __ Exhibit Location: __