

# **Ramsey Free Public Library**

## **Display Case and Exhibit Policy**

As a community service, the library makes its display cases and community room exhibit space available for use by local artists and organizations. Exhibit periods consist of one month.

### **GENERAL GUIDELINES**

- The Ramsey Free Public Library and the borough of Ramsey shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the premises.
- The Library is unable to insure individual or group exhibits. The Library will ask each individual or group to sign a statement that states that they recognize and acknowledge this fact. Artists may choose to provide their own insurance coverage.
- The library may reserve gallery space for library created displays, which will be given priority.
- After the Library has reserved exhibit space and a display case for its own needs, community and non-profit organizations are welcome to propose exhibits and displays. The Library will not accept exhibits and displays that are of a commercial nature, except that artists and artisans may offer for sale to the public, items, which they personally created, subject to the conditions of this Policy. Displayed items available for purchase may not include a price tag. Contact information can be left on display for interested individuals to contact artists directly. Library exhibit areas are not intended for commercial or partisan use.
- Exhibitors must be 18 years of age or older, except for special group shows or with special permission from the Library Director. Ramsey area artists will receive first priority.

### **SELECTION**

- The library will not discriminate on the basis of race, religion, ethnicity or any other protected status or demographic characteristic, or based on political belief or preference, in determining whether a requested display is permissible. The Director shall be responsible for evaluating all requests to use the display cases.
- The Library reserves the right to refuse to exhibit any work it considers inappropriate, unsuitable, or not in keeping with its objectives. The Library will not accept any exhibits or displays which it determines to be obscene, sexually explicit, pornographic, or potentially harmful to children; or which advocate for a particular candidate, political party or political cause; which promote or encourage racism, sexism or any form of discriminatory conduct; or which encourage unlawful conduct. The Library is not required to give a reason for this decision.

**HOURS:**

Scheduled only when the library is open to the public.

Exhibits will be available for viewing during library hours:

Monday - Thursday 10:00AM to 9:00PM

Friday & Saturday 10:00AM to 5:00 PM

Sunday 12:00PM to 4:00PM

**DESCRIPTION** of available exhibition spaces:

- Display cases in vestibule area: - Locked, glass front display cases with glass shelves. Dimensions: each case is approximately 54" wide x 62' high x 12" deep. 3 cases total.
- Wall Display Space in Community Room is approximately 55 linear feet, with an adjustable mini rail and hook system.

**RESERVATIONS**

- Reservations will be accepted on a first-come, first-served basis upon receipt of completed application.
- The library reserves the right to cancel or reschedule any scheduled exhibit as it deems appropriate, within the parameters stated in this policy. The library will notify the exhibitor as soon as possible if an exhibit date must be changed.
- Applications must be submitted at least four (4) weeks in advance of the requested exhibition space and may be reserved up to one (1) year in advance. An application shall not be granted until approved and signed by the Director or his/her designee.
- Photos of works to be exhibited should be sent digitally along with the application and description of the exhibit.
- Exhibits are to be set up at the beginning of the month and dismantled by the end of the month. All displays must be removed by the last day of the scheduled month for the exhibition.

**INSTALLATION AND PROMOTION**

- Exhibitors are expected to provide the Library with information at least (4) weeks prior to the scheduled set-up date for the exhibit. The information should include a list of the works which will be displayed and information about the exhibitor and the work.
- Each exhibitor is responsible for hanging their own show. Exhibitors must furnish all supplies necessary for hanging their work. Library staff will assist whenever possible and appropriate.
- It is strongly recommended that the artist bring an assistant to help with the installation.
- Scheduled exhibitions will be promoted on a dedicated page on the library's website exhibitions as well as in the library's email newsletter and social media.

*Approved by the Ramsey Free Public Library Board of Trustees on 1/10/22.*