

## **Meredith Public Library**

### **Exhibit Policy**

The mission of the Meredith Public Library is to be the informational, educational and cultural heart of Meredith. In keeping with this, the Library offers space in several areas for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items. All exhibits are free and open to the public.

The Library encourages exhibitions of paintings, photography, sculptures, crafts, and collectibles, for civic, cultural, educational and recreational purposes. Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance. Local and regional residents and organizations are invited to apply.

Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Library Director determines that the display space is needed for Library purposes.

Potential exhibitors may contact the library. The Library Director will appoint a designee who is in charge of exhibits at the library. All exhibitors will be referred to this individual. This designee may also contact potential exhibitors when space is available at the Library. Exhibitors who are Meredith residents, followed by Lakes Region residents, will take precedence over other exhibitors. The Library will not incur any financial responsibility for materials displayed, nor will it carry insurance to cover theft, loss or damage.

The Library Director may deny a request if the library's space is insufficient or if the display is likely to physically hinder the regular operations of the Library. This denial may be appealed to the Board of Library Trustees. No items on exhibit at the Library may carry a notice that the items are "For Sale," but contact information for the artist may be left with the exhibit. Library staff is not responsible for relating any artist's contact information to patrons.

The Library allows exhibitors to display work wherever they can in the Library, as long as it does not physically hinder the regular operations of the Library. The Library Director has final approval over where and how an exhibit is displayed. Exhibitors are responsible for displaying their own work, with the assistance of the Library Director's designee. Most exhibits remain at the Library for no more than six weeks. If any individual wishes to complain about an exhibit, all complaints shall be made to the Library Director or the Assistant Library Director who will make a report of this to the Board of Library Trustees.

**Meredith Public Library  
Exhibit Application**

Persons or entities interested in loaning materials to the library must first complete an **Exhibit Application** to the Library. Prior to submitting the application, lenders must read the **Exhibit Policy**. Applications will be evaluated by the Library Director's designee. If approved, the applicant will be notified by the designee of the dates the materials may be displayed and the procedures necessary to complete the lending process. Applications not accepted shall be acknowledged by a letter.

\*\*\*\*\*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner of materials name (if different than lender): \_\_\_\_\_

Website; where display samples may be reviewed. \_\_\_\_\_

Preferred display dates: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

Are materials produced or owned by a Meredith resident? Yes \_\_\_\_ No \_\_\_\_

Are materials produced or owned by a Lakes Region resident? Yes \_\_\_\_ No \_\_\_\_

Are materials relevant in some way to the history, industry, culture or geography of Meredith or the Lakes Region? Yes \_\_\_\_ No \_\_\_\_ If yes, how?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I/We have read and agree to the terms and conditions of the Meredith Public Library Exhibit Policy.*

Lender's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_