



Displays and Exhibits Policy

The purpose of the Floyd Memorial Library's display facilities is to increase public awareness of the library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Displays are organized by the library to further this mission. The library reserves the right to determine what displays will be solicited and accepted, and to review all content. Exhibits/displays using these facilities shall be for one or more of these purposes:

- Promoting the library services, collections or programs
- Highlighting current issues, events or other subjects of public interest
- Displaying art, crafts, photographs, writings, or collections when they promote or complement the mission of the library

Guidelines for Displays

Cancellation

The library reserves the right to cancel displays at any time for any reason.

Exhibitor

Each exhibitor must execute an exhibit agreement with the library before the display is installed. This Exhibitors Agreement and Release shall include a descriptive list of all items included in the display.

No items shall be displayed until a signed Exhibitor's Agreement and Release and a list of all items included in the exhibit are provided to the library.

The exhibitor's name and telephone number may be included in the display.

The group or individual providing the display must supply any labor and/or equipment necessary to mount the display.

The final decision regarding the display arrangement and content is reserved to the library.

All pieces to be displayed should be framed and/or mounted, and suitable for hanging safely.

Exhibitors agree to leave their work for the period stipulated in the Exhibitor's Agreement and Release.

The library will not provide storage for the property of exhibitors beyond the period specified in the Exhibitor's Agreement and Release. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.

Library Security

The library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

Liability

The library is relieved of all liability for mutilation or damage or loss of exhibits from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

Publicity

The library must approve all public relations announcements and advertising before dissemination. The library assumes no responsibility for publicizing exhibits.

Exhibitor's Agreement and Release

In consideration of my permitting my property to be exhibited at the Floyd Memorial Library, I hereby agree that neither the library nor its Trustees, agents or employees shall be liable for:

1. any theft or damage, by whomever or however caused, or failure to exhibit, store, move or remove said property; or
2. any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way, and that title to said property shall not be transferred before its removal from the library. I agree to indemnify and hold harmless the library, its Trustees, agents, and employees concerning any claim or action against any of them because of my property and/or its exhibition.

By signing this Exhibitor's Agreement and Release, I acknowledge having read the library's **Displays and Exhibits Policy** and hereby agree (without reservation) to comply with all its terms and conditions.

DELIVERY DATE _____

DATES OF EXHIBIT _____ TO _____

Signature

Print Name

Address

Phone

REMOVAL DATE _____

I hereby acknowledge that I have withdrawn my exhibit from the premises of the Floyd Memorial Library.

Date

Signature