



BARTLETT PUBLIC LIBRARY DISTRICT EXHIBITS AND DISPLAYS POLICY & PROCEDURES

Bartlett Public Library District use of exhibit and display space takes precedence over other uses. Scheduled exhibitors assume the risk that the Library may need to preempt an exhibit/display for its own purposes. The Library will endeavor to give ample notice of any preemption and assist in rescheduling the exhibitor.

As scheduling permits, the Library welcomes groups, organizations, or individuals to exhibit in the Library. Exhibits must be educational, cultural, or of community interest and appropriate for all ages.

Exhibits and displays are placed in the Library only with the permission of the Director or other designated person. Preference is given to Bartlett Public Library District residents and organizations. Use of the display cases, and the art display walls located in the Youth & Teen and Adult Services is scheduled through the Public Relations Specialist. The Youth & Teen Services display walls are limited to artwork submitted by patrons 18 years of age and younger.

Scheduling is done on a first-come, first-served basis of approximately one month periods, and may be scheduled no more than 6 months in advance. Exhibitors are limited to one month per calendar year. Those who use the display/exhibit areas are required to fill out the Request to Exhibit or Display form, which will then go to the Public Relations Specialist. The Public Relations Specialist will confirm the request if the display case/wall will be available for the exhibitor's use.

Display Case set-ups and take downs can occur while the Library is open. Unless other arrangements are made, the display case and display wall setup is the responsibility of the exhibitor.

Exhibits are not accepted for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising by outside groups. Religious advocacy and partisan political recruitment are similarly prohibited. Persons responsible for the display arrange their own materials under the general supervision of Library staff, furnish their own easels or equipment necessary for display, and are responsible for any damage to Library property. Any publicity material relating to exhibits must be submitted to the Public Relations Specialist for approval prior to its release. Failure to do so may result in forfeiture of the exhibit/display area.

The Bartlett Public Library District shall have the final decision on the arrangement of all exhibits and displays and reserves the right to reject any or all parts of an exhibit or change the manner of display.

The Library assumes no responsibility for the preservation, protection, or possible damage or theft of materials displayed or exhibited. The Library exercises due caution in the use and handling of display material. All items placed in the Library are at the owner's risk; the Request to Exhibit or Display form relieves the Library of responsibility for loss and/or damage (financial or otherwise). There is no insurance coverage on any exhibit or display arranged with the public; the owner must carry their own insurance if so desired.

Exhibitors are required to remove their display material promptly at the end of the scheduled time so that the display case/wall is available for the next exhibitor. The Library reserves the right to remove display

material if not removed in a timely manner by the exhibitor. Exhibitors are liable for any damage they may cause to the display case and/or display wall.

In the event that the exhibitor does not reclaim the display materials within 30 days of the ending date of the scheduled display, the Library gives written notice to the owner, encouraging him/her to collect the materials. The notice also provides a date after which the Library will make arrangements for the exhibit materials in whatever manner the Library sees fit.

DISPLAY SPACE AVAILABLE

Display Cases

(Near Teen Space)

Display area measures 41 inches wide by 51 inches high by 14 inches deep

There are three shelves – 2 are adjustable and can be removed

The display case does not lock and has an open back with dark cloth.

(In Lobby)

Display area measures 55 inches wide by 41 inches high by 12 inches deep

There are four shelves – 3 are adjustable and can be removed

The display case locks and has a corkboard backdrop.

Display Walls

(Near West Conference Room)

Artwork may be displayed on the wall near the West Conference Room.

(Youth & Teen Services)

Artwork by a patron 18 years or younger may be displayed in the Youth & Teen Services hall or near the elevator on the upper level. Arrangements may be made if patron requests to have artwork returned.



800 S. Bartlett Road
Bartlett, IL 60103
630.837.2855
www.bartlettlibrary.org

Please circle appropriate display area:
Display Case: Lobby or Near Teen Space
Display Wall: West Conference Room or Youth & Teen Services Hallway

REQUEST TO EXHIBIT OR DISPLAY

Date of Request _____

Organization / Individual's Name _____

Address _____

Phone _____

Name of Contact Person _____

Describe Exhibit or Display _____

Number of Items _____

Insurance Value (if applicable) _____

Insurer (if applicable) _____

Preferred month to display _____

By his/her signature below, the exhibitor affirms that he/she has read and understands the Exhibits and Displays Policy of the Bartlett Public Library District.

Applicant's Signature _____

LIBRARY USE ONLY

Confirmed _____

Dates _____