

Marlborough Public Library Art and Exhibits Policy

The Marlborough Library welcomes the opportunity to allow local artists, community groups and organizations to use the various display and exhibit areas in the library. Space is provided for displays and exhibits of an educational, cultural, or recreational nature, not for advertising for commercial enterprises.

This space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. These display areas may also be used for materials from the library's collection or to publicize library services, collections, or activities. The library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling, duration, and assignment of display spaces. The library has the right to review the materials in advance. The library reserves the right to remove an exhibit if it interferes with library services. The library's decision on what will be displayed in its exhibit spaces shall be final.

In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to exhibit spaces, the library neither endorses nor advocates the viewpoints of exhibits or exhibitors. Those who object to the content of any exhibit may submit their own exhibit in accordance with this policy.

- All materials are displayed at the exhibitor's own risk.
- The exhibitor is responsible for installing and labeling the exhibit on the agreed upon date.
- The exhibitor shall remove the exhibit promptly on the agreed upon date.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the library. Once the exhibit is installed, changes may be made only with library approval.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- The exhibitor must be identified by name within the display.
- The library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how to purchase items. Any items sold during a display period shall remain on display until all items are scheduled to be removed.
- The exhibit areas are open to the public only during the regular open hours of the library.
- Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Application Procedure

- Exhibit space must be reserved in advance by filling out the Art and Exhibit application form.
- Art and Exhibit committee comprised of library employees will review the application and if selected will work with the applicant to schedule their display.