

# Morris County Library

## Exhibits and displays

The Morris County Library welcomes the opportunity to allow community groups, organizations and individuals to use the exhibit areas of the library for exhibits and displays of an educational, cultural, civic, charitable or recreational nature. Exhibit space will not be used to promote commercial enterprises or political campaigns. Preference is given to groups, organizations and Individuals within the County of Morris.

The library adheres to the American Library Association Library Bill of Rights which states in part:

1. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries which make exhibit spaces and meeting rooms available to the public should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individual or groups requesting their use.

The Morris County Library does not endorse the beliefs or viewpoints of topics which may be the subject of exhibits or displays in the library.

Selection of exhibits is based on the widest community appeal and interest, as well as format, space, staff and budget allowances. In accordance with this policy, the library reserves the right to decline an application and shall have the final decision on the arrangement of all exhibits and displays. The Library reserves the right to reject any part of an exhibit or to change the manner of display.

The library gives priority to exhibits sponsored by the library or by Morris County departments and agencies. Approval for all exhibits and displays, and the scheduling thereof, rests with the Library Director or appointed designee(s).

Exhibits generally will be maintained for one month. Exhibitors are responsible for removing exhibited art or artifacts as specified in the library's *Agreement to Exhibit* (qv), which is to be reviewed and signed by the exhibitor and the library representative. The library accepts no responsibility for loss, damage and/or theft to any items exhibited.

The library will not release exhibited materials to anyone but the exhibitor without written authorization of the item owner and then only when date and time of pick-up at the library have been prearranged with the Exhibits staff. Morris County Library is not the sales agent for exhibited materials or collections and will not enter into financial transactions for exhibitors. The library reserves the right to dispose of items not removed in accordance with this policy and the agreement to Exhibit.

Exhibits meeting the library's criteria but requiring special display equipment will be accepted only when the exhibitor can provide this equipment.

## Bulletin boards and racks

Morris County Library bulletin boards and display racks are available for the distribution of free literature and information from non-profit organizations located within the county, only. Material is to be delivered to the library Circulation Department for review and posting.

## ***Morris County Library agreement to exhibit***

Name of exhibitor \_\_\_\_\_

If group, representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Date and time exhibition to be delivered: \_\_\_\_\_

Dismantle and pick-up date: \_\_\_\_\_

If reception, date/time: \_\_\_\_\_

Exhibit to consist of: \_\_\_\_\_

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- 1. All framed art work must be framed with screw-eyes for hanging. Material exhibited should be the same or similar to those viewed by the Exhibit Department at the time of application.*
  - 2. An exhibit may be cancelled at any stage if the exhibitors, after written notification, have not met the agreed upon conditions and deadlines.*
  - 3. If the exhibitor wishes to sell his/her art work, a small price sticker, facing outward on the lower right hand corner of the work will be displayed. The number on the work should correspond to the exhibitor's price lists. A price list may be left with the Exhibit Department, but the Morris County Library will not handle sale of exhibited items. The artist/group will supply purchasing contact information on any lists or with business cards.*
  - 4. Exhibitors wishing to host a reception should contact the library administrative office at (973) 285-6934, to reserve a public meeting room. Note: food and drink are not permitted in the gallery.*
  - 5. Exhibits may not include defaming or obscene materials, as defined by the United States Supreme Court or other court of competent jurisdiction or material which could lead to a breach of the peace or which advocate the violation of state or federal law.*
  - 6. The Morris County Library does not endorse the viewpoints or topics which may be the subject of library exhibits and reserves the right to post disclaimers to that effect if deemed appropriate by the Library Director.*
  - 7. The library is not responsible for loss, damage and/or theft of items exhibited.*

I have received and read a copy of the Morris County Library exhibit policy and agree to its provisions.

NAME

DATE

January 2007