

POLICY

SUBJECT: Exhibits
APPROVED BY: Board of Library Trustees
APPROVAL DATE: September 22, 1983
EFFECTIVE DATE: Immediately
NEW (X) REVISIONS ()

The Allen County Public Library promotes awareness of and access to examples of excellence in the area of the fine arts, from local and national sources.

1. Standards. Exhibits will be of high quality, with high artistic and craft standards. Active exhibitors will submit samples of their work and information about themselves and their work to the Library in order to schedule exhibits. Slides or photographs may be supplied in place of samples when necessary.
2. Scheduling. Exhibits will vary in length from three weeks to six weeks. Scheduling will be as far in advance as possible.
3. Publicity. The Public Information office of the Library will develop and distribute basic publicity for each exhibit. Additional publicity is the responsibility of the exhibitors. Arrangements for opening reception may be made with the appropriate department or branch managers.
4. Installation and Removal of Exhibits. Exhibitors are responsible for the installation and removal of their exhibits on the scheduled dates. Exhibits will remain intact during the full exhibit period.
5. Insurance and Security. The library will arrange special security and additional insurance only in exceptional cases. Normally, the exhibitor will make arrangements for insurance at the exhibitors expense.
6. Sale of Items. Prices may not appear on works exhibited. If items are for sale, persons interested in purchasing items from the exhibit may leave information with the library staff or contact the exhibitor directly.