

Forsyth County Public Library

Exhibits and Displays Policy and Release Agreement

Forsyth County Public Library (FCPL) welcomes exhibits and displays of interest, information, and enlightenment to the community.

A variety of exhibit spaces and display types are available at FCPL libraries. Branches should be contacted directly to inquire about exhibit space and availability. The Library Director, or designee, at each library facility shall accept or reject material offered for display based on the suitability of its contents and/or presentation. Granting permission to use library facilities for displays or exhibits does not constitute an endorsement by the library staff or Library Board of Trustees. Library-sponsored and Friends of the Library-sponsored exhibits and displays take priority on exhibit space schedules.

Exhibits, whether generated by library staff or the public, will be considered in terms of the following criteria.

Criteria include:

- Subject, technique, and style are suitable and appropriate for intended audience
- Artistic expression and experimentation
- Appropriateness to special events, anniversaries, holidays, etc.
- Historical or regional relevance
- Relation to other events or exhibits in the community
- Ease of installation
- Representation of an influential movement, genre, trend, or national culture
- Significance of the contributor
- Attention of critics, viewers, and public
- Originality of the work

Approved exhibits must conform to the following criteria:

- The Library reserves the right to remove, or have removed, any exhibit at any time, and in such case the exhibitor will be contacted.
- Exhibitors must arrive during the scheduled set-up time, and pieces must be ready to hang or display.
- The Exhibitor must provide a statement or biography about the creator or explanation of the collection to be displayed. It should include the Exhibitor's contact information for possible purchases.

- An *Exhibit and Displays Inventory List* must be provided for all items displayed. It should include titles, medium, and price for each item. Work or items not for sale must have a value.
- Library staff reserve the right to use photos of the exhibit for marketing purposes.
- The Forsyth County Public Library will not sell, act as an agent for, or be involved in the sale of items on display. Sales transactions are solely conducted between Exhibitor and the purchaser.
- Library staff need to be notified when an item has been sold. Any pieces that are sold during an exhibit will remain in the exhibit until the end date, or the artist must supply a replacement piece.
- Items must be removed from the exhibit space by end of exhibit date to make the space available for the next exhibit. If the exhibit materials are not picked up, they will be removed by library staff and, subject to the availability of storage space, stored for a reasonable period of time, not to exceed three (3) months, for the Exhibitors to retrieve the exhibit materials.
- Any pieces that are not picked up within three months of the scheduled pick-up date will become the property of Forsyth County.
- Depending on the nature of the Exhibits, the Forsyth County Public Library reserves the right to require proof of adequate insurance.

Acknowledgement and Release Agreement

In consideration of Forsyth County’s Public Library displaying the Exhibit herein described, _____ (the “Exhibitor”) agrees as follows:

1. The display that Exhibitor is requesting is described as follows (the “Exhibit”):

2. Exhibitor acknowledges that it has read, and agrees to abide by, the forementioned Forsyth County Public Library *Exhibits and Displays Policy and Release Agreement*.
3. To the maximum extent permitted by law, Exhibitor hereby agrees to release, hold harmless, and indemnify Forsyth County, its board, staff members, and volunteers from any and all liability arising from public exhibition by the Exhibitor of the Exhibit.
4. Exhibitor acknowledges that the Exhibit shall only be displayed for the period of _____ to _____ (“Exhibit Period”), subject to earlier removal. Once the Exhibit Period ends, Exhibitor shall promptly remove

the Exhibit. The Forsyth County Library may, but has no obligation to, store Exhibit materials for a maximum of three (3) months after the end of the Exhibit Period. Exhibit materials that are not collected from the Forsyth County Library by the Exhibitor within three (3) months shall be deemed abandoned and shall, at the election of the County, be discarded or become the Property of Forsyth County.

I agree that I have read and will abide by the Forsyth County Public Library *Exhibits and Displays Policy and Release Agreement*.

Printed Exhibitor Name: _____

Exhibitor's Signature: _____ Date: _____

Phone (Primary): _____

Email address: _____

Address: _____

Adopted by the FCPL Board of Trustees