



Farmers Branch Manske Library – Exhibit and Display Policy

Reviewed by Office of Boyle & Lowry, City Attorney, January 2008

Approved by the Farmers Branch City Council, May 2008

PURPOSE

The Farmers Branch Manske Library provides for the display of exhibits that further its role as a life-long learning resource center dedicated to addressing the cultural, educational, social, and leisure interests of the Farmers Branch community.

POLICY

Library exhibit and display areas are specified by Library staff. The exhibit and display areas are intended to be limited public forums for expression of the interests of the Farmers Branch community appropriate for a Library setting. Displays shall be approved by Library staff for the appropriate display or browsing areas and shall further one or more of the following purposes:

1. To call attention to a theme related to Library services, collections, or programs
2. To highlight current issues, events, or other subjects of public interest
3. To display high quality original art, crafts, photographs or writings created by local artists or contained in traveling exhibits
4. To explain the activities of, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual or charitable activities
5. To display interesting collections or hobbies of local residents
6. To make available information created by and of interest to the local community
7. Proposals will be evaluated based on the following criteria:
 - a. Is the exhibit appropriate for the Library?
 - b. Does it support the mission and goals of the Library and the City of Farmers Branch?
 - c. Does the exhibit contribute to the Library's goal of representing a diversity of viewpoints and interests?
 - d. Is the exhibit likely to create a disturbance of the peace and quiet appropriate to the proper functioning of the Library?

EXHIBITS AND DISPLAYS



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1. The Library reserves the right to refuse display space for items that do not further the purposes and meet the criteria set forth above.
2. It is the policy of the Library and Board not to advertise commercial endeavors.
3. The Library does not advocate or endorse the viewpoints of any exhibitor or exhibit and does not assume responsibility for representation of all points of view.
4. Lenders of traveling and loaned exhibits must comply with the policies and procedures that govern the use of exhibit cases, wall displays and the Gallery.
5. All artwork and collections should be ready for exhibit. All publicity material needs to be submitted to the Library for approval before release.
6. The items to be exhibited should be the original work of the exhibitor or a collection owned by the exhibitor.

RECEPTIONS

Receptions related to an exhibit may be scheduled in the Library meeting room adjoining the gallery subject to the regulations of the Library's Meeting Room Policy.

PROCEDURES

Exhibitors wishing to use the Gallery exhibit space shall submit a typed proposal no longer than two pages to the Library staff, at least six months prior to the anticipated date of installation.

Proposals should include the following components:

1. Name of Exhibit
2. Proposed dates
3. Individual contact and title
4. Company/Organization/Individual
5. Permanent Address and email address
6. Contact phone numbers
7. Exhibit description: list artist(s) name and media; number of pieces, artwork dimensions and any other special requirements, descriptive material regarding purposes, goals, etc of the display.
8. Artist and/or photographer statements
9. Photos of artwork or photo CDs, prospectus of show, review/editorials, catalogs/publications, artist photos, and other supporting material



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10. A brief history of the organization, and/or biographies of individual artists.

All proposals will be reviewed by Library staff to determine completeness of the application, and the staff shall return the proposal to the exhibitor should any components be lacking. Within 30 days after a completed proposal is submitted to the Library staff, the Library Director shall determine whether the criteria set out above are met by the works to be exhibited in the proposal.

Should any individual works be determined to be contrary to the above criteria by the Library's Director, then the entire exhibit will be delayed until a determination is made by the Library Board as to the appropriateness of the individual works based on the criteria above. The Library Board shall make its determination within 30 days of the submission by Library staff of the works in question.

The Library Board Chair may appoint a committee to review art works pursuant to this section. If such a committee is appointed, then it shall be constituted of five (5) Library Board members.

CONDITIONS

1. The insurance policy of the Farmers Branch Library does not cover items that are on loan to the library for exhibit or display purposes. The library and the City of Farmers Branch assumes no obligation or liability for materials loaned to the library for display any place in the building, whether it is the locked display case or any other location. The library will keep the display cases locked at all times and the building locked when it is not occupied. It is the responsibility of each individual owner of property placed in the library building to obtain insurance if he/she deems it necessary.
2. All items are displayed for 21 days unless otherwise arranged with library staff. The library does not store unclaimed items from displays.
3. Arrangements for installation and removal of exhibits and displays are made through appointments with library staff. Exhibitors are responsible for installing and removing exhibits.
4. All display/identification cards attached to or placed next to a piece must be typed or computer generated. Any exceptions must be cleared by the library staff.
5. All exhibits must be confirmed 30 days prior to installation. If the exhibit is not confirmed at this time library staff may have to cancel the exhibit and schedule another.



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6. All exhibits must be installed on the agreed upon date(s).
7. The Library Board reserves the right to update or change this policy at any time without notice.
8. The Library staff and the Board may modify the exhibit, change or remove it at its sole discretion pursuant to this policy.



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FARMERS BRANCH MANSKE LIBRARY

Exhibit And Display Application

Exhibit Name: _____

Exhibit Description – include artist(s) name and media; number of pieces, artwork dimensions and special requirements

Company / Organization / Individual:

Permanent Address:

Street

City

Zip Code

Individual Contact and Title: _____

Contact Phone: home _____ other _____

Contact Email Address: _____

Exhibit to be installed: date _____ time _____

Exhibit to be removed: date _____ time _____

Please attach supporting materials including artist statement, photos or photo CDs of artwork, and a brief history of the organization or biographies of the individual artist as described in the Procedures Section of the Exhibit and Display Policy.

Agreement: I ____, agree to the terms above and assume full responsibility for items placed for display in the Farmers Branch Manske Library. In all cases of damage, I will not hold the City of Farmers Branch responsible.

Signed _____

Exhibit accepted _____ date _____

Gallery Coordinator

Exhibit approved _____ date _____

Library Admin/Library Board