



COMMUNITY DISPLAYS & EXHIBITS POLICY

The Galena Public Library is dedicated to providing space for handouts, magazines, displays, exhibits, and bulletin boards. These areas are for use of library related materials and for information that is created by, and of interest to, our local community.

FLYERS, POSTERS & PAMPHLETS

The library has dedicated space in the main entrance and the back entrance for the purpose of sharing community information in the form of posters and pamphlets. The library believes there are reasonable and desirable needs for public service notices and other information to be disseminated by organizations serving our community.

The library further believes that the dissemination of such information must be managed as to its time, place, and manner due to the limited space and that the library serves all ages. The library may provide space for information to organizations and groups that conduct activities relevant to the library's mission, vision, and value statements.

The library designates two bulletin boards, one at each entrance, for the purpose of community sharing. The following postings are allowed:

1. City of Galena and other local government information and events;
2. Local non-profit organizations and events; and
3. Local items of interest.

No editorials or editorial content may be posted. All flyers, posters, and pamphlets must be approved by the Library Director before placement. The library reserves the right to discard materials that are no longer timely.

DISPLAY CASES

The library has two display cases, one on the main floor and one in the Children's Library. These cases are used to share local collections of interest. Reasonable efforts will be made to display balanced collections without favor given to particular causes or viewpoints. However, the display cases are not public forums, merely space to share small exhibits. For all materials placed in the display cases, the library will protect the materials, but will not provide insurance on them. If exhibitors feel they need coverage, private arrangements must be made. Interested parties wishing to use the display cases may contact Rachel Lenstra, lenstrar@galenalibrary.org, for the youth case or Larissa Distler, distlerl@galenalibrary.org, for the main floor case. All collections require approval from the Library Director.

EXHIBITS

The library welcomes artists and collectors to exhibit their work in the library. Due to limited space, exhibits are limited to a four-week showing. In order to exhibit at the library, the Exhibit Proposal (attached) must be completed and returned to the Adult Services Library. All exhibits require approval from the Library Director.



EXHIBIT CONTRACT

The Galena Public Library is delighted to welcome you as an exhibitor! Please read this contract carefully and return a signed copy to the library. The exhibit will be officially scheduled after the Library Director has approved and signed the contract.

Exhibits may use the following spaces:

- On top of bookshelves used for the audiobook collection
- Gallery rail located in the teen space (primarily used for teen works)
- The library has six portable hanging units that may be used to hang work

Promotional items or cards may be displayed with the artwork or collections. A guestbook may also be placed near the exhibit. All promotional materials, posters, press releases, etc. will be made and distributed by the Library. Please provide the library with a biography and artist statement for display and to be used in promotional materials. The exhibit will be advertised on the library's website, social media platforms, and the library's e-newsletter.

Prices may not be displayed with the artwork. The Galena Public Library will not accept any monetary exchanges in connection with the exhibit. All purchase negotiations will take place strictly between the artist and purchaser. All artwork or collection that is put on display on the agreed start date of the exhibit, must remain on display until the agreed end date. Works sold may not be removed until the agreed end date.

The Library will do its best to protect your work. However, by signing this contract, you agree to hold the library harmless of any damage, loss, or theft. The library is not to be held responsible, financially or otherwise.

Exhibit will be displayed during the month of: _____

Exhibit Set-Up Date: _____

Exhibit Take-Down Date: _____

Exhibitor's Name: _____

Exhibit's Name: _____

Exhibit Statement: _____

Address: _____

Telephone: _____

E-mail: _____

Please describe the items you wish to exhibit (ex: type of work, how it will be displayed, size, etc):

Please list any ideas you may have for displaying your work. These may be taken into consideration during set-up.

Thank you for contributing your time and talent to a project that gives pleasure to our community!

Exhibitor's Signature

Date

Adult Services Librarian's Signature

Date

Library Director's Signature

Date

Accepted: 2015
Revised: May 15, 2023