

Monterey Park Bruggemeyer Library Policy

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4/19/16

Subject:

Library Board of Trustees' Approval

Exhibits Policy

Page Number 1 of 4

Purpose:

The Monterey Park Bruggemeyer Library provides a community setting for presenting works of art, displays and exhibits. Exhibits support the library's mission to meet the cultural, educational, and informational needs of the residents of the City of Monterey Park and enhance the community's quality of life through diverse presentations of visual arts.

Provisions:

1. Exhibit space is available to individuals on an equitable basis.
2. Exhibit space is free of charge and available to individuals or groups who are willing to follow the exhibit procedures covering the time before, during and after the exhibit.
3. Exhibits may not include defaming or obscene materials and must be family friendly.
4. Exhibits may not be used for commercial enterprises or political campaigns.
5. The City Librarian will approve exhibits placed in the library.
6. The library does not endorse the beliefs or viewpoints of any topic which may be the subject of an exhibit.
7. The library reserves the right to preempt any exhibit for a library or City sponsored event or exhibit. The library will provide advance notice of any such preemption.

The library has available the following for exhibits and displays:

- One glass case near the Teen Room (57.5" h x 45" w with four shelves)
- Two glass cases on the 1st floor (30" h x 60" w with two shelves)
- Artist of the Month exhibit space on the 1st floor: Lobby and International Area walls

RULES FOR EXHIBITS

1. Local artists or individuals wanting to exhibit art/collection are required to schedule an appointment with the Senior Librarian of Adult and Teen Services to discuss the rules and regulations for exhibits. The library reserves the right to determine if the artworks are appropriate for the library.
2. Artists/Individuals wanting to display their art/collections must agree to the following requirements and regulations:
 - A. Art/Collection displayed in the exhibit must be reviewed by the Senior Librarian and the City Librarian at least one month prior to installation. The exhibitor will sign the *Application to Exhibit Art in the Library Form* agreeing to the rules and regulations. The City Librarian will also sign the form. Permission to exhibit art or other materials is granted only through written application. Filing of an application does not grant permission until such permission is granted by the signature of the City Librarian on the application.
 - B. Exhibitors must notify the Senior Librarian as early as possible of any changes in the exhibit if different from the *Application to Exhibit Art in the Library Form*. Upon receipt of changes, the Senior Librarian will inform the City Librarian for reevaluation of the application to determine compliance with provisions of this policy.
 - C. The Senior Librarian will schedule a date to install the art/collection and a date to remove the art/collection based on the library's Artist of the Month schedule and/or the Display Case Schedule.
 - D. Exhibitors must notify the Senior Librarian of cancellation of an exhibit as soon as possible.
 - E. Art displayed on the library's professional art exhibit hanging system must be framed and have wire on the back of the frame to hang professionally.
 - F. On the day of installation, the art must be framed and ready to install.
 - G. On the day of installation the artist or individual must sign a waiver holding the library harmless of loss as stated in the *City of Monterey Park Bruggemeyer Library Art Exhibit/Display Release Form*.
 - H. The library is not responsible for any damage incurred to the artwork while on exhibit at the library or housed in the library.

- I. No prices can be posted on items on exhibits in the library and nothing can be sold in the library. Artists instead may place their contact information and a list of the works on exhibit with prices at the Adult Reference desk on the first floor.
- J. Publicity for the exhibit including posters, flyers, news releases or announcements that are to be posted or distributed will be approved by the City Librarian prior to release.
- K. The exhibitor is responsible for shipping and handling, set up and removing the works on exhibit. Exhibit areas must be left in satisfactory condition, and the applicant will be liable for any damage resulting from the use of the exhibit area. The library does not provide staff to serve as attendants during an exhibit nor does the staff monitor exhibit areas at any time. An exhibit must be removed from the library on the agreed date listed on the application form. If the exhibitor cannot remove the art or collection on the scheduled date of removal, the library reserves the right to take the exhibit down and house the artwork in the library in order for the next exhibit to be installed.
- L. If a preview reception or other event in connection with the exhibit is to be held, all arrangements for use of library facilities or equipment shall be approved in advance by the City Librarian.
- M. Exhibitors who fail to follow this Exhibits Policy may be denied use of exhibit spaces in the library.
- N. The library reserves the right to disapprove or remove any item from the exhibit if it is determined that the item is a possible safety hazard, is too large or too heavy for the facility, creates a maintenance problem, exceeds acceptable noise levels or is not in compliance with the provisions of this policy or with the mission and goals of the library.
- O. While the library will do its utmost not to interfere with scheduled exhibits, any permit for use of these exhibit areas may be subject to cancellation or suspension if the facilities are needed for library purposes. Every effort will be made to give as much advance notice as possible.
- P. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.



MONTEREY PARK
BRUGGEMEYER LIBRARY

Application to Exhibit Art or an Art Collection

NAME _____

STREET _____

CITY _____ ZIP CODE _____

BUSINESS PHONE # _____ HOME PHONE # _____

Description of Exhibit: _____

Exhibit Case(s) or Artist of the Month: _____

Other (Please specify): _____

Dates of the Exhibit: (FROM) _____ (TO) _____

I have read and agree to the preceding rules and regulations.

Signature of Exhibitor

Date

Signature of City Librarian

Date