

MCDL POLICY & PROCEDURE MANUAL

POLICY: DISPLAYS AND EXHIBITS - PUB-8

POLICY:

Library exhibit and display spaces are used primarily for the promotion of library materials, programs, and services; and preference shall always be given to library needs. When these spaces are not otherwise in use the library may invite, at its discretion, individuals or community organizations to exhibit collections or materials which are of general interest to the public. All displays and exhibits will be designed to be consistent with the library's mission statement to provide "outstanding and innovative library services for all."

The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited or displayed. Items are placed on display in the library at the owner's risk. All exhibitors will sign a form that releases the library from any responsibility for exhibited items.

PROCEDURE:

The Medina County District Library offers available display areas in a variety of ways: display cabinets, meeting rooms and library floor spaces as well as the B. Smith Gallery in the Medina building.

Displays of Collections:

For displays of collections, form Display/Exhibit Information and Liability Waiver (form 069-ADM) is to be completed.

Displays are selected at the discretion of library managers or supervisors.

School Art Displays:

For school art displays, the "School Art Display" form (form 080-ADM) is to be completed.

Displays are selected at the discretion of library managers or supervisors.

Art Exhibitions:

The Art Display Application (form 079-ADM) is used for art exhibitions.

An Art Display Inventory (form 081-ADM) must be submitted prior to hanging art.

Art sales are to be conducted privately between the artist and customer; MCDL staff cannot be involved in any part of the sale. During the show, artists may provide business cards or brochures listing works for sale with prices. Prices may not be listed directly on artwork or on accompanying gallery cards.

MCDL will not display art containing nudity, violence, obscenity, sexual or graphic medical images.

Branch managers or Senior Administrative Assistant are responsible for accepting display and/or art items and completing the forms before submitting the paperwork to the Finance Department.

1. Artist Selection:
 - a. Artists will complete the Art Display Application (079-ADM) and submit a signed hard copy along with three sample images, printed or digital, of work to be displayed to the Branch Manager or Senior Administrative Assistant in Medina.
 - b. Art Display Applications will be reviewed, and accepted or declined.

2. Responsibilities of MCDL:
 - a. Provide the Walker Art Display System and/or art panels.
 - b. Provide promotion for the show in library buildings, newsletter, on the website and in the community.

3. Responsibilities of the Artist:
 - a. Turn in a completed Art Display Application and three sample images of the work to be displayed to the Branch Manager or Senior Administrative Assistant in Medina.
 - b. Once approved, schedule appointment with Branch Manager or Senior Administrative Assistant in Medina to hang the show. MCDL staff cannot assist with hanging. Please advise if a demonstration is needed on how to use the Walker Art Display System. Artists will put up and take down show during the scheduled time period.
 - c. Arrange for gallery sitters if desired (MCDL does not provide).
 - d. For group shows, provide and hang gallery cards with the title, medium and artist for each piece. For individual shows, provide and hang gallery cards with title and medium.
 - e. Artists may want to provide bio information, business cards and/or brochures listing works for sale. Prices may not be listed directly on artwork.
 - f. Artist may book a community room to hold a reception; fees may apply. Artist will provide all refreshments. Alcohol is not permitted in MCDL's buildings.

4. Show Details:
 - a. Hanging 2D work - MCDL will provide Walker Art Display System pieces and art panels. Art is to be matted, framed pieces are preferred.
 - b. Displaying 3D work - Artist will provide display cases and/or pedestals. Library staff will approve placement for display cases and/or pedestals before installation. Upon request, MCDL can provide floor plans.
 - c. Individual Show (hung on the Walker Art Display System):
 - Minimum 12 pieces, Maximum 30 pieces
 - No more than 2 pieces per Walker System rod
 - Art panels are available for branches without the Walker system.
 - d. Group Show:
 - Up to 100 pieces
 - No more than 2 pieces per Walker System rod
 - Art panels can be requested

- e. Shows will run for a maximum of 4 weeks with additional time scheduled to hang and take down the artwork, unless otherwise approved by the MCDL Administration.
5. Booking of Shows
- a. Branch Manager or Senior Administrative Assistant will:
 - Notify the artist when selected, and provide a list of available date ranges. Show dates will be determined and set up time scheduled.
 - List the show in MCDL's online calendar for staff use.
 - Reserve art panels from PRC as needed.