

## **Kennebunk Free Library Exhibits Policy**

### **I. “Statement of Purpose”**

In keeping with the Library’s mission of serving the diverse cultural, informational, educational and recreational needs of the community, the Library provides space for exhibits. Exhibit materials may be organized and presented by the Library, members of the community, and not-for-profit groups within the guidelines of the Collection Development Policy and this policy.

### **II. Selection**

- An Art Committee appointed by and including the Library Director will review each Application to Exhibit.
- The Art Committee will convene yearly in November to choose exhibits for the following calendar year.
- As part of the Application to Exhibit, exhibitors must submit a complete list of all pieces to be exhibited, a description of the medium used for each piece.
- All exhibitors must submit a completed Application to Exhibit form. Incomplete forms will not be considered.
- The Art Committee must approve each of the works to be displayed.
- Actual pieces exhibited may not vary from those listed without the Library Director’s prior approval. Each application will be reviewed according to the following criteria:
  - Quality of implementation;
  - Suitability of physical form;
  - Relation to past or future Library exhibits and programs to ensure a variety of techniques, subjects and mediums;
  - The degree to which the exhibit will be responsive to and consistent with the policies of the Library Board of Trustees, including the Library's Mission Statement and the Collection Development Policy;
  - Exhibits may occur in areas used for children’s programming and must, therefore, be deemed suitable for viewing by all ages; and
  - Sexually suggestive, violent, racist, or defamatory material will not be displayed.
- These guidelines for assessing suitability includes adherence to the statement in the American Library Association's Bill of Rights that libraries "should make [exhibit spaces] available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."
- In presenting exhibits, the Library does not imply endorsement of the opinions or viewpoints of the artist. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

- The Library reserves the right to refuse or to remove any material judged unsuitable or to rescind an exhibit/display for violation of this policy.
- In the event that the Art Committee or Library Director rejects any material(s) for exhibit, the decision is final.

The Library reserves the right to change or cancel a scheduled exhibit. The Library further reserves the right to limit the number of exhibits and individual or group may have over a period of time.

### **III. Responsibility for Maintenance and Removal**

- It is the responsibility of the Exhibitor to install, maintain and dismantle any exhibits at the times agreed upon in advance with the Library Director.
- The Library cannot accept any responsibility for loss or damage to any exhibited works. Each artist must execute and provide the Library with an Exhibit Release Form (see attached). In the event that the artist is a minor, the artist's parent or guardian must execute and provide said release on the artist's behalf.
- Additional requirements regarding the maintenance and removal of exhibits are set forth in the Administrative Procedures and Guidelines for the Exhibition of Artwork.

### **IV. Request for Withdrawal/Objection Procedure.**

- If a patron objects to an exhibit or to any piece within an exhibit, that complaint will be referred to the Library Director who will discuss the matter with the complainant.
- If the complainant is not satisfied with the Library Director's response, the complainant will be provided with a "Request for Reconsideration of Library Exhibit Form" (see attached). If the patron wishes to have the exhibit or any piece within an exhibit reconsidered, the patron must complete the form and return it to the Library Director. Anonymous forms will not be processed.
- The Library Director will then appoint a review committee to review the patron's Request for Reconsideration, which will make recommendations to the Library Director regarding whether the exhibit or any pieces within the exhibit should be reconsidered.
- The review committee will be comprised of a professional librarian not on the Library's staff, a Library Trustee, and at least two members of the community at large. The Library Director will provide appropriate resources to the review committee for their evaluation of the request for reconsideration.
- The review committee is advisory only, and will report its findings to the Library Director within a reasonable period of time of receiving the request for reconsideration in light of the expected duration of the challenged exhibit.
- The Library Director will carefully weigh the recommendations of the review committee and will make a decision on the disposition of the exhibit or any pieces within the exhibit. The Library Director will communicate the decision in writing to the complainant, the review committee, and the Board of Trustees no later than two business days after receiving the findings of the review committee.

- If the complainant is not satisfied with the Library Director's decision, he/she may appeal that decision to the Library Board of Trustees. The decision of the Board of Trustees will be final.
- No challenged exhibit or pieces within an exhibit will be removed from public view during the request for reconsideration process.

#### **V. Administrative Procedures and Guidelines for Exhibition of Artwork**

The Board of Trustees has established Administrative Procedures and Guidelines for the Exhibition of Artwork that must be read and followed in conjunction with this Policy.

#### **VI. Amendment**

The Library Board of Trustees reserves the right to amend this Exhibit Policy at any time.

Approved by the Board of Trustees 2/23/2010.

Revised & approved by the Board of Trustees 3/27/12.

**Kennebunk Free Library**

**Administrative Procedures and  
Guidelines for Artwork Exhibitions**

**I. Purpose**

The purpose of these Administrative Procedures and Guidelines for Artwork Exhibitions is to provide guidance to KFL staff, trustees, prospective and current exhibitors, and interested members of the community regarding the details associated with the implementation of KFL's Exhibit Policy.

**II. Uses of the Exhibit Space**

Hank's Room may be used for the exhibition of artwork prepared by local students or non-profit organizations, artwork to be displayed in conjunction with a Library fundraiser, and private art chosen by the Artwork Committee. The Library Director shall have the discretion to choose and schedule school and non-profit exhibits, and fundraisers for each calendar year prior to and separate from the annual application process described in herein.

**III. Application to Exhibit**

An Application to Exhibit shall be created by the Library Director in consultation with the Governance & Policy Committee.

- The Library Director and the Art Committee shall have the discretion to amend the application at any time.
- The Application to Exhibit will be made available to the public at the Library and on the KFL website.
- Applications for Exhibit must be completed and returned to the Library by October 15 of each year for consideration by the Art Committee.
- An individual may apply to exhibit as often as he or she wishes, but, during the selection process, the Art Committee may take into consideration whether or not an artist has recently exhibited at KFL and weigh that factor appropriately.

**IV. Art Committee**

As per the Exhibit Policy, the Library Director shall appoint an Art Committee annually.

- The Art Committee shall be comprised of approximately 3-5 individuals including the Library Director, a trustee and a member of the art community.
- The Art Committee shall meet annually in September to review each Application to Exhibit Artwork and select the exhibits for the following calendar year.

- In addition to the exhibits chosen for the following calendar year, the Art Committee shall select an appropriate number of additional exhibits to be placed on a waiting list ranked in order of preference based on Exhibit Policy selection criteria. In the event that an artist withdraws or forfeits his or her place in the schedule, the Director shall choose an alternate exhibit from the waiting list.

## **V. Scheduling Procedures**

- The decisions of the Art Committee will be communicated to applicants via the attached form.
- Upon acceptance of an application, the Library will confirm an assigned exhibit date.
- In general, exhibits will be scheduled for a one-month show.
- Once the Exhibit Release Form is signed by the artist and returned to the Library, the event is considered officially scheduled.
- In the event that an artist fails to complete the required paperwork, fails to comply with the Exhibit Policy or these Guidelines, rejects an assigned exhibit date and/or withdraws his or her exhibit from the schedule, that artist forfeits his or her place in the schedule and the Director shall choose an alternate artist from the waiting list.

## **VI. Responsibility for Maintenance and Removal**

- As stated in the Exhibits Policy, it is the responsibility of the Exhibitor to install, maintain and dismantle any exhibits at the times agreed upon in advance with the Library Director.
- The Library will supply wires and tools for hanging artwork, however, will not supply labor. No works will be hung that will require structural changes or potentially cause damage.
- All art to be displayed must be capable of being securely and safely hung on the wall.
- The artist must affix a card to each item being displayed identifying it by the name of the work and the name of the artist. No cards may be affixed to the walls. All such identification will be placed on the frame of the item displayed. Duplicate cards or a complete inventory of work to be displayed must be supplied by the artist to the Library.
- The Library will not deal in the sale of any item exhibited. The artist will provide patrons wishing to purchase artwork with the means of contacting the artist directly for such purchase. Prices will not be displayed.
- The Library cannot accept any responsibility for loss or damage to any exhibited works. Each artist must execute and provide the Library with an Exhibit Release Form. In the event that the artist is a minor, the artist's parent or guardian must execute and provide said release on the artist's behalf.
- At least three weeks prior to installation of the exhibit, the artist is responsible for providing information to the Library for publicity. The Library will prepare in-

house notices and will send a notice to the media. Any additional publicity is the responsibility of the artist.

- In the event that an artist wishes to host an opening reception, prior approval must be secured from the Library Director. All arrangements and expenses for a reception are the responsibility of the artist.

## **VII. Amendment**

These Administrative Procedures and Guidelines for Artwork Exhibitions may be amended at any time.

Approved by the Board of Trustees February 2010.

Revised & approved by the Board of Trustees 3/27/12.