



DENTON PUBLIC LIBRARY

EXHIBIT OPERATING POLICY

Approved by the Denton Public Library Board, September 2, 2004
Library Board approved revision, January 8, 2024

Exhibit space is available to groups and individuals on an equitable basis. Groups or individuals wishing to exhibit cohesive collections of items or art that support the library's mission shall make a request to the library branch exhibit coordinator. Requests must be submitted at least one month in advance of desired dates of exhibition.

The library reserves the right to limit the number of exhibits in each location at one time. Requests for exhibition dates and times are scheduled on a first-come, first-served basis. First priority is given to Library and City of Denton exhibits. Secondary priority is given to other government agency exhibits. Third priority is given to local non-profit organizations. The display of any items does not imply advocacy or endorsement by the library or the City of Denton.

The Library will consider a wide range of expression in deciding on potential exhibitors. However, in deciding the suitability of any exhibit, the Library is mindful that the exhibit area is used by all segments of the community and viewed by all age groups. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court or material which would lead to breach of peace or which advocates the violation of State criminal laws.

The Library will use the following criteria for selection:

- Community needs and interest
- Availability of display place
- Historical or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- Ease of installation
- ~~subject, technique and style suitable for intended audience~~
- ~~artistic expression~~
- ~~appropriateness to special events, anniversaries, holidays, etc.~~
- ~~historical or regional relevance~~
- ~~relation to other events or exhibits in the community~~
- ~~ease of installation~~
- ~~representation of an influential movement, genre, trend or national culture~~
- ~~significance of the contributor~~
- ~~attention of viewers and the public~~

The exhibit space is not to be used for advancing a political cause, advertising ~~for~~ commercial enterprises, religious in nature, or promoting hate speech or political candidates.

All exhibited items must fit in the assigned space. Exhibit spaces may include enclosed display cabinets, wall spaces, or open areas for freestanding displays.

The ~~Branch Manager~~ library branch exhibit coordinator must approve all exhibits and reserves the right to prohibit any person or group from displaying materials.

By exhibiting material, the individual/group grants permission for Denton Public Library and the City of Denton to photograph any displayed work for publicity purposes unless otherwise stated in writing. Denton Public Library may publicize exhibits using a variety of print and electronic platforms.

BOOKING

Groups wishing to display their items must complete an Exhibit Loan Agreement Form. This form does not guarantee placement of an exhibit.

The library reserves the right to remove an exhibit without prior notice.

~~Reservations will be revoked if the Library determines in its sole discretion the exhibit is not in compliance with this policy and any expenses incurred by a group will be that group's responsibility.~~

The Library reserves the right to change, reschedule or cancel exhibits when necessary.

SETTING UP AND REMOVAL

Exhibitors must arrange time(s) for hanging exhibits through the Library. The work must be prepared for hanging or display. The Library does not provide storage space. No modification of the library facility is permitted for the installation of an exhibit. No tape or stickers shall be affixed to the walls.

If the exhibit is not claimed within a two-week time period after the closing date of said exhibit, and after notification to the exhibitor in writing, the Library is not responsible for the exhibit and may dispose of the items as it sees fit.

LIABILITY

The Library does not carry insurance on materials loaned to the Library for exhibit. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited. All items placed in the library for exhibit are so placed at the owner's risk.

PUBLICITY

The Library provides very limited publicity. Information about exhibits and receptions may be included in the library's marketing, but it is not guaranteed. Exhibitors are welcome to do any other desired publicity on their own.

SALES

The library will not act as the exhibitor's agent in the sale of his or her work.

The views in the works exhibited are those of the exhibitor and are not necessarily those of the Library.

Exhibit Loan Agreement

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Title of Exhibit

Dates of Exhibit

Inventory of Contents

This certifies that I have read and understand the Denton Public Library Exhibit Policy. In signing this agreement, and in consideration for the placement of the exhibit on display in the library, I consent to honor the Exhibit Policy, and agree to the terms thereof.

Signature

Date _____

Organization _____

Phone _____

Email:

Submitting this form does not guarantee placement of an exhibit.

To be completed at end of exhibit period:

This certifies that I have removed the display and received all contents listed above.

Signature _____

Date _____