



SPOKANE PUBLIC LIBRARY

DOCUMENT #3.3

EFFECTIVE DATE: April 19, 2011

REVISED DATE: September 20, 2016

SUBJECT: POLICY ON THE USE OF EXHIBIT SPACES

1. POLICY

- 1.1 The Spokane Public Library maintains exhibit spaces in as many facilities as possible. These may include exhibit cases, meeting room walls, or other spaces in a Library facility that is designated for exhibit display. The use of these spaces is intended to further the Library's Mission and Values. The Library reserves the right to ensure that all use of such spaces, whether by Library personnel, Friends of the Spokane Public Library, the Spokane Public Library Foundation or the public, meets the intent and criteria set forth in the Mission statement and Values.
- 1.2 Library exhibit spaces may be used for exhibits or displays prepared by the Library, Friends of the Library groups, or other Library-related organizations. The Library may also participate in cooperative programs or exhibits with other agencies, organizations, institutions, or individuals.
- 1.3 No admission fees will be charged at any Library exhibit; however, at the discretion of the Executive Director it will be permissible to fundraise to benefit the Library and/or the Friends of the Library, Library Foundation, other Library-related groups, or groups that contribute to the benefit of the community.
- 1.4 The provision for exhibit spaces for public use does not constitute Library endorsement of the beliefs or viewpoints of topics advocated by exhibits or the individuals or groups responsible for an exhibit.
- 1.5 When exhibit spaces are not being used by the Library or Library related organizations, the space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- 1.6 Exhibit spaces are available to organizations and individuals engaged in educational, cultural, intellectual, charitable, and other activities of interest.
- 1.7 The terms for public use of exhibit spaces are set forth under Item 2.0, Implementation, below. The Library retains the right to deny the space to any user whose planned use of the space does not comply with these terms. Violation of these terms may result in denial of future access to the space.

2. IMPLEMENTATION

- 2.1 All exhibits not sponsored by the Library must be approved by the Library. Since the libraries see a large number of visitors of all ages staff will consider the appropriateness of the exhibit for those varied audiences.
- 2.2 Exhibit spaces are not intended for ongoing exhibits. Scheduling will be limited as necessary to ensure equitable access to the space for the entire community. Applicants should be prepared to submit samples or slides of their work for preview.
- 2.3 The Library does not assume responsibility or liability for materials exhibited in Library facilities. Further, each exhibitor (individual or group) is responsible for insurance coverage of the exhibit, as Spokane Public Library does not offer insurance protection.
- 2.4 The Library may elect to publicize exhibits, but it is not obligated to do so. Primary responsibility for promotion falls to the exhibitor. Any library promotion of an exhibit does not constitute endorsement as stated in 1.4 above.
- 2.5 The exhibit will include a clearly visible sign identifying the individual or group responsible for the exhibit. In addition, a brief, typed biography should be prepared for each exhibit describing the background, philosophy and purpose of the individual or group. All title cards and labels are to be prepared in advance by the exhibitor.
- 2.6 Sale of works from an exhibit is permissible but must be handled completely by the exhibitor and sold work should not be removed until the close of the exhibit or, if removed, replaced with another piece to fill the gap in the exhibit.
- 2.7 Each exhibitor is responsible for installation and removal of the exhibit at the time and in the manner specified at the time the exhibit is scheduled. Exhibitors must supply all materials needed for installation. Failure to remove the exhibit in a timely fashion and in a responsible manner may result in the assessment of fees incurred by the Library for the removal or storage of the exhibit.
- 2.8 Users assume responsibility for any damage to Library property resulting from their use of Library facilities. The Library may assess charges for damage.
- 2.9 The Library reserves the right to cancel a reservation for exhibit space if the space is required for use by the Library or Library related organizations.