



# Display and Exhibit Policy

## Pembroke Public Library

### General Principles and Purpose

The Pembroke Public Library maintains display and exhibit spaces for the purpose of featuring library materials and programs, presenting information about the Town of Pembroke and community groups, and exhibiting works of local artists, craftspeople, and collectors. When not in use to promote in-house items and events, display and exhibit spaces may be made available to groups or individuals engaged in educational, cultural, intellectual, or philanthropic activities.

### Selection Criteria

Display and exhibit space requests are considered on a first come, first serve basis and are subject to the approval of the Library Director or designated staff member. Requests are prioritized as follows:

- Library
- Library associated groups
- Town of Pembroke Departments, Boards, and Committees
- Pembroke based community groups and individual artists, craftspeople, and collectors
- Massachusetts based community groups and individual artists, craftspeople, and collectors

Library and Town of Pembroke use of display space take precedence. In the unlikely event that the Library should require display space for its own use, the Library Director reserves the right to preempt such space, without notice.

In an effort to balance limited space with great demand, no group or individual may display more than once per year. Exceptions may be made for Town departments and for presentations critical to the citizens of Pembroke.

In accordance with the American Library Association's Bill of Rights, the Library makes "[exhibit spaces] available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use." Outside exhibits and displays shown at the Library represent a broad spectrum of opinions and viewpoints. The Pembroke Public Library, Board of Library Trustees, and the Town of Pembroke does not endorse any work, exhibit, statement, or position promoted by displays on view at the Library. It is not the Library's responsibility to ensure the representation of multiple points of view in any one display. The Library reserves the right to refuse or remove displays that are judged to be either illegal or unsuitable for a general audience, as the Library is a public space where all people, of all ages, are welcome. Any person wishing to appeal a decision about a display can submit such appeal, in writing, to the Library Director and/or the Board of Library Trustees.

## **Display and Exhibit Spaces**

The Library has two main display spaces for the purpose of featuring library materials and programs, providing information about the Town of Pembroke and community groups, and exhibiting works of individual artists, craftspeople, and collectors.

**Meeting Room:** The Meeting Room has a gallery wall suitable for hanging installations (either from the built-in picture rail or with hanging devices). The room has no provisions (such as pedestals or display cases) for three-dimensional work. Exhibitors must use the Library's own hanging devices or other approved method. No additional hooks, nails, screws, unauthorized adhesives, or similar fasteners may be attached to the walls of the Library. Labels or other signage must be attached to the wall using removable painter's tape.

**Glass Cases:** The Library has two built-in locking glass cases, each approximately 72"x84"x14". Cases are not lighted and do not have electrical outlets, but some internal shelves are adjustable. No additional hooks, nails, screws, unauthorized adhesives, or similar fasteners may be attached to the walls of the case.

**Other:** Other display areas in the Library may be considered for use on a case-by-case basis. Use of other display areas in the Library (i.e. bulletin boards) are subject to the Library's Bulletin Board & Materials Distribution Policy.

## **Display and Exhibit Guidelines**

**Application:** Groups or individuals interested in exhibiting at the Library should contact the Library directly by phone or email, or visit the Library in person. Potential exhibitors will discuss contents and timing of the display with a designated library staff member. Exhibitors will be asked to submit a description in their own words of the potential display and include 1-3 examples of items intended for display.

**Period of Display:** Exhibits are scheduled for one month. Longer or shorter exhibits may be considered.

**Installation and Removal:** All exhibiting groups or individuals must have a signed release form on file prior to installation of their display. Groups or individuals exhibiting at the Library are responsible for installing and removing the display at an agreed-upon time during open Library hours. Any tools beyond those mentioned under "Display and Exhibit Space" should be brought by the exhibitor. Due to space limitations, the Library cannot store items prior to or past the agreed upon installation or pickup date. Any items not picked up on the agreed upon date without prior approval may be taken down by Library staff and treated as lost property, subject to the Library's Abandoned Property Policy.

**Publicity:** Groups or individuals exhibiting at the Library are responsible for publicity. At the Library's discretion, the display may be mentioned on the Library's website or social media pages, or in other Library promotional materials.

**Exhibit Events:** Groups or individuals exhibiting at the Library intending to hold an event in conjunction with their display must abide by the Pembroke Public Library Meeting Room Policy,

unless an event in conjunction with a display has been separately arranged with the Library.

**Viewing Hours:** The Meeting Room display area is open to the public only during the regular operating hours of the Library, unless otherwise arranged with the Library Director. Meeting Room displays will not be available for public viewing during meetings and programs. Exhibits displayed in glass cases are open to the public only during the regular open hours of the Library, unless otherwise arranged with the Library Director.

**Fees:** The Library does not charge exhibitors a fee for use of Library space. Exhibitors may not charge an admissions fee or request donations for viewing the exhibit.

**Sales:** The Library does not engage in sales or referral for sales. Exhibitors wishing to sell their artwork may display contact information, but any signage accompanying displays should be informational in nature and not serve to solicit customers or promote a business. The exhibitor is responsible for conducting the sale of any work directly with the buyer. Such transactions are private; the Library, its employees, and representatives will not assist or participate in the negotiation or sale of any work. Prices of artwork shall not be displayed. Any work that is sold during the exhibition period must remain on exhibit throughout the designated period.

### **Disclaimer of Responsibility**

The Pembroke Public Library is not responsible for the care and safety of items displayed or exhibited at the Library. Display and exhibit spaces are accessible to the public during all normal operating hours. The Library Meeting Room is a public space that is used by many members of the community and is not monitored by library staff at all times. Neither the Pembroke Public Library, the Board of Library Trustees, nor the Town of Pembroke assume any responsibility for loss or damage to any items on display. **All exhibiting groups or individuals must have a signed release form on file prior to installation of their display.**

*Approved by The Board of Library Trustees June 18, 2025.*