Little Elm Public Library
Art Exhibit and Display Policy

1. Purpose:
   - The purpose in displaying artwork at the Little Elm Public Library is to provide library users with the opportunity to see and experience works of original art created by artists, mainly from within their own community;
   - provide a community space for local artists to show their work;
   - enhance the public use and enjoyment of their library facility.

2. Structure/Guidance:
The Managing Director of Library Services will appoint a librarian to serve as “exhibit coordinator”.

The Librarian will use the following criteria for selection:
   - Breadth of appeal
   - Educational, cultural or civic nature
   - Appropriateness for all ages
   - Suitability of subject matter for the full range of library users
   - Items must be nonpartisan, non-commercial and non-religious in nature
   - Serve as a complement to library programming or initiatives
   - Tied to Little Elm community standards
   - Demonstrate quality and aesthetic value
   - Timeliness to the community and special events

The librarian shall determine whether proposed material is appropriate for a library exhibit. The library does not endorse nor take a position on any of the views presented in the artwork and may refuse any pieces deemed inappropriate for an exhibition. The library reserves the right to refuse any exhibit or display proposal or remove any material deemed unsuitable. The library’s need for exhibit space takes precedence over the public’s request to use such areas.

2.1 Exhibitor is required to meet with the exhibit coordinator prior to any agreement to exhibit materials. Exhibitors will provide the coordinator with a complete list of items being displayed. After an exhibit has been placed in an exhibit case or on the public floor, no changes will be made to the exhibit without the exhibit coordinator’s permission. The exhibitor must notify the library in advance who has been authorized to remove any item. If the person removing any item is not known to the library staff, they will be asked to show photo ID. Each item from the current exhibit will be signed out on the Display and Exhibit Release form.

2.2 Artworks will be displayed on walls and in spaces as designated by the library for a period of up to two months, but the library reserves the right to remove an exhibit without prior notice. Exhibit cases will be locked while exhibits are in them, but the library cannot guarantee the
safety of exhibits in cases or on open displays. The exhibitor agrees to hold the library and the Town of Little Elm harmless for any loss or damage that may occur to exhibits.

2.3 Framed artwork should arrive prepared by the exhibitor, including appropriate means to hang the artwork. This includes a durable wire mounted to the back of the artwork that will support the weight of the piece for the duration of the exhibit.

2.4 An individual, group, organization or association may display exhibits at the library up to twice a year, at the discretion of the exhibit coordinator. Artwork not approved during the meeting between the exhibitor and exhibit coordinator may not be displayed. Letters of intent/email of intent, which shall include photos and descriptions of the material to be displayed, is required in advance of the anticipated exhibition.

2.5 The library does not reschedule previously scheduled exhibits to accommodate another exhibitor who is interested in using the exhibit space.

2.6 Each individual/group is responsible for hanging or displaying their material in the designated areas. Exhibit removal shall be completed by the librarian so that the next exhibit can be hung on time. Installing exhibits must be scheduled and agreed to in advance. Library staff is not available for assistance. Displays must conform to the space restrictions of the areas provided. Individual/groups should arrange a time to pick up their artwork, once their exhibit concludes, with the librarian.

Exhibitors are responsible for any damage to the library. Space must be returned to the original state and the library is not responsible for any damage to artwork. Exhibitors understand the artwork is loaned to the Little Elm Public Library for exhibit purposes only.

2.7 Prices may not be displayed on items exhibited, nor may “for sale” signs be posted in exhibits. An exhibitor may post his or her name, business or organization, and contact information.

LEPL will provide an exhibit label, free of charge, to be hung by staff near each artwork on display. The label will consist of the artist’s name, title of the work, date(s) of the work, dimension of the work, and medium of the work. Displaying this information is contingent upon the artist providing said information.

The library does not insure any of the artworks on display against damage, loss or theft and will not be held liable for any such damage, loss or theft of artworks.

2.8 Permission to photograph any work in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. Little Elm Public Library may submit article to local newspapers, put information on the library website, or make social media posts to publicize the exhibit.
2.9 Each exhibitor must read and sign a copy of the library exhibit policy, thereby agreeing to its terms.
Display and Exhibit Release Form

(C)omplete and submit to jswink@littleelm.org along with any supporting material, or fill out the form online https://forms.monday.com/forms/6103a3159135343671535049bb2c9f18?r=use1

I, the undersigned, have read and agree to the Little Elm Public Library Exhibit/Display Policy terms. I hereby lend the following works of art or other material to the Little Elm Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release the Little Elm Public Library and the Town of Little Elm from responsibility for loss, damage, or destruction while they are in the possession of the Little Elm Public Library.

______________________________________________________________________________
Title of Exhibit

______________________________________________________________________________
Description of materials loaned: Titles, Date(s), Medium, Dimension (attach list of materials if appropriate)

______________________________________________________________________________
Exhibitor name

______________________________________________________________________________
Exhibitor address

______________________________________________________________________________
Exhibitor social media handle/page and/or website

______________________________________________________________________________
Phone                                    Email

______________________________________________________________________________
Signature