

West Milford Township Public Library

Policy on Exhibits and Displays

As an educational and cultural institution, the West Milford Township Public Library welcomes exhibits and displays deemed to be of interest and enlightenment to the general public. The library encourages exhibitions of paintings, photography, sculpture, crafts and other artistic or civic endeavors. Preference shall be given to local artists and exhibitors but all artists are encouraged to apply.

Application for exhibits or displays must be made with the Library Director by completing an *Exhibit and Display Application* available from the library. The Library Director, as a designee of the Library Board of Trustees, has the authority for approving the use of exhibit space. The library shall have the final decision on the content, arrangement and location of all exhibits and displays. Additionally, the library reserves the right, without prior notice, to cancel the use of any display area for exhibits if the Director or Board determines that the display space is needed for library purposes.

Acceptability of an exhibit or display is at the discretion of the Library Director whose decisions may be appealed to the Library Board of Trustees. In exercising such discretion, decisions to accept or deny will be based on artistic merit, degree of general public interest and appropriateness of subject matter. Because exhibits in the library may be viewed by everyone including children, they must adhere to what is generally known as “a standard acceptable to the community.” Every item must meet the library’s standard of value and quality, and the library reserves the right to reject any part of an exhibit or display. Partisan political, religious and overtly offensive material will not be displayed. Items of large monetary value or extreme delicacy are normally not accepted for exhibition.

The length of an exhibit or display shall be determined by the Director in consultation with the exhibitor and library staff. Generally, exhibits are limited to no more than 30 days excluding permanent displays. Exceptions may be made if agreed to by the Director. Due to space limitations, the library cannot provide storage for the property of groups or individuals displaying in the library.

The artist/exhibitor shall be responsible for setting up and dismantling exhibits at the direction of the Library Director. The exhibitor may be required to show samples of any proposed materials for display beforehand. Any publicity, signage or written material provided by the artist/exhibitor to accompany an exhibit must be approved by the Library Director. Artwork and exhibits may not be posted for sale while on display at the library.

The library is not responsible for theft or damage to items on display nor does it provide insurance to protect any displays. With library approval to exhibit or display, exhibitors agree to Indemnify and Hold Harmless the Township of West Milford, New Jersey and the West Milford Township Library, West Milford, New Jersey and all of their agents, employees, and patrons from and against all claims for damages, losses and/or associated expenses, included but not limited to attorney’s fees, arising out of or resulting from any liability claim or damage, loss or expense attributable to bodily injury, sickness, disease, death or injury to or destruction of tangible property including the loss of use resulting there from, and is caused in whole

or in part by any negligent act of anyone directly or indirectly for whose acts they may be liable regardless of whether it is caused in part by a party indemnified hereunder.