



Public Gallery Policy

Purpose

The Glenview Public Library serves its community's educational, cultural, and recreational interests by showcasing the work of local artists and exhibitors in its public gallery space. The public gallery plays an integral role in strengthening the Library's position as a vital cultural asset in the community.

Policy

1. The Glenview Public Library's public gallery provides opportunities for local artists and exhibitors to display their work to the community. Art exhibits may include a variety of media exploring diverse topics that are esthetically appealing and enhance the overall patron experience.
2. The Glenview Public Library affirms Article 6 of the American Library Association's Library Bill of Rights: Article 6: Exhibit space should be made available "on an equitable basis regardless of the beliefs or affiliations of individuals or groups."
3. Controversial works of art will not be excluded because of subject matter; however, a community standard may be applied because of the diverse age range of the population served by the Glenview Public Library. The Library retains sole authority over evaluating, selecting, displaying, and scheduling all artist exhibitions at the Glenview Public Library. These decisions are final and not subject to review.
4. Patrons may challenge art on display just as they would challenge any other material available in the Library. The same procedure applies to artistic material as applies to other items in the Library's collections. The Library's "Reconsideration of Materials" form must be completed by the objector, and submitted for review and consideration, as defined in the Library's Collection Development Policy.
5. The Library reserves the right to revoke permission to use the Gallery space to any artist or exhibitor who violates or refuses to comply with the policies, rules and regulations of the Glenview Public Library in addition to those established for the use of the Library's public gallery.
6. The Glenview Public Library reserves the right to refuse the use of its public gallery for any display deemed unsuitable for the Library's facilities or incompatible with its mission or

purposes.

7. The use of the Library's public gallery does not constitute Library endorsement of the philosophies, practices or viewpoints of the individual artist, exhibitor, or group.
8. The Library takes reasonable precautions to protect artwork and displays; however, the Library cannot provide additional security for art exhibits. The Library is not responsible for vandalism, damage, or loss of any items displayed by an exhibitor. The risk of loss, theft, or vandalism is held by the artist or exhibitor alone and subject to the artist or exhibitor's own insurance policy. Each artist or exhibitor using the Glenview Public Library's public gallery must indemnify and hold harmless the Glenview Public Library (and the Village of Glenview) for any accidents which may be sustained on its premises.
9. Library-sponsored exhibits take precedence over other exhibits at all times. During the display period, the Glenview Public Library, at its discretion, may terminate the exhibit upon written notice to the artist, group, or organization responsible for the exhibit.

Guidelines

1. Artists/exhibitors are governed by all Library policies, rules, and regulations in addition to those relating specifically to the use of the public gallery.
2. Applications are evaluated and approved based upon quality of work, timeliness/suitability of content and medium, and consideration of the Library's long-term exhibit schedule. Applicants will be notified by email or telephone as to the outcome of their application.
3. All work shall be reviewed and approved by the Library's Director of Communications, in conjunction with the Library Director.
4. Approved applicants must have a signed Gallery Agreement on file with the Library prior to finalizing terms for an exhibit.
5. There is no cost for an individual artist or exhibitor to use the Library's public gallery space.
6. Transportation and delivery of artwork are the responsibility of the exhibitor. In addition, the exhibitor is responsible for the installation and dismantling of an exhibit, with the assistance of appropriate Library staff.
7. Prices may not be listed on exhibit labels, and artwork may not be sold in the Library. However, artists and exhibitors can provide contact information to parties interested in purchasing art.
8. The artist or exhibitor must provide the Library with a complete inventory of each item to be exhibited, including title, medium, dimensions, description, and estimated cost.

9. Exhibit schedules vary. Display periods will be determined by the Library's Director of Communications and are dependent upon the Library's long-term scheduling needs.
10. Installation and removal of work is the responsibility of the exhibiting artist, group, or organization and must be done in coordination with appropriate Library personnel. Library staff shall have final approval of any exhibition layout.
11. Each artist or exhibitor using the Library's public gallery shall be responsible for any damage to the space caused during installation or dismantling of their exhibit. A charge will be assessed for all special cleaning or repairs made necessary. The cost of repairs, up to the full replacement costs of damaged materials and equipment, shall be charged.
12. The Library may remove any materials not taken down from the gallery space by the agreed upon time. The Library is not responsible for artwork not retrieved by the designated date.

*Adopted by the Library Board of Trustees on November 17, 2011
Revised May 19, 2022*

Public Gallery Agreement

Exhibiter

Name:

Address:

Telephone:

E-Mail address:

Description of Artwork to be displayed

Number:

Type:

Size(s):

Please attach list or images of art to be displayed and value of each piece

Display Dates

Exhibit dates:

Installation:

Gallery Talk:

USER accepts the LIBRARY space "AS IS, WHERE IS" and accepts all risk of loss or damage to the artwork. USER agrees that the Library shall have no responsibility for, and USER hereby waives for its own benefit and the benefit of any person or entity visiting the LIBRARY, any and all claims of any kind or nature relating to theft, loss, or other damage to the artwork. LIBRARY shall have no duty whatsoever to USER or any other owner of the artwork for LIBRARY security or the safety of the artwork. USER SHALL INDEMNIFY, DEFEND, AND HOLD THE LIBRARY, ITS OFFICERS AND EMPLOYEES HARMLESS FROM ANY CLAIM, SUIT, LOSS OR DAMAGE, OF ANY KIND, ARISING OUT OF THE SUBJECT

MATTER OF THIS AGREEMENT. USER shall obtain at its own cost adequate liability insurance required to cover any theft, loss or other damages to USER'S artwork.

DATED: _____

ARTIST/EXHBITOR

By: _____

(Print Name) _____

LIBRARY REPRESENTATIVE

By: _____

(Print Name) _____

Title: _____