

EXHIBIT AND DISPLAY PROCEDURES

I. Display Procedures

- A. Persons interested in using a display case at the Tigard Public Library are required to fill out an "[Exhibit Area Reservation Application](#)". This form may be obtained from the Welcome Desk, the Reference Desk on the 2nd floor and the library's web site. A copy of the library's policy will accompany the application for applicant's perusal. Exhibit areas will be available only if a reservation application is made in advance.
- B. Displays will be for a proscribed time with the owner supervising installation and removal.
- C. The City of Tigard (Library) will not be responsible for any damage or theft that may occur during exhibitor transport, setup or removal of exhibit.
- D. Limited exhibit space should be taken into consideration when making application to display works of art and craft.
- E. The library has nine illuminated, lockable glass display cases, two in the library lobby (available) and seven throughout the library. Assigned staff will be responsible for locking the cases after installation and dismantling of the exhibits. These cases are appropriate for the display of collectible items, jewelry, pottery, book arts and so on.
- F. All exhibit scheduling is coordinated by the Display Coordinator. Library exhibit areas are available to the public on a first come, first served basis, and are available to individuals and groups if the library has not previously scheduled the use of those exhibit spaces. Library sponsored exhibits and displays will have priority.
- G. It is not the intent of the library to provide permanent or continuous exhibit space to a specific individual or group. Up to two exhibits may be scheduled at one time.
- H. Reservations for exhibit areas may be made up to three months in advance.
- I. Exhibits normally are scheduled on a one month basis, from the first day to the last day of each month.
- J. Displays must conform to the space restrictions of the assigned areas.

II. Installation and Removal of Exhibits

- A. Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.
- B. Exhibitors are asked to be respectful of the multipurpose community use of the library; thus conversations and noise should be kept to a minimum. Exhibits are to be installed with all deliberate speed. Entrances and aisles may not be obstructed.
- C. Exhibitors may not move any existing exhibit or library materials during the installation of their exhibit.
- D. Individuals or groups using the library's exhibit spaces may not install their work prior to the date on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided. The gallery walls are designed so that two-dimensional exhibit pieces may be hung from metal mounts. Such works may also be attached to the wall surfaces using push pins.
- E. Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The exhibitor or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Tigard Public Library as shall be caused or inflicted by the using individual or organization.
- F. Groups and individuals using the exhibit areas are responsible for basic clean up and returning the space to order.
- G. It is appropriate for exhibit owners to visit the exhibit space in the Library periodically during the time it is on display to assure that no portions of the exhibit have fallen to the floor or have otherwise become unkempt.
- H. Each exhibitor will supply and display descriptive information to describe the purpose, title, and ownership of the exhibit.
 - I. All displays shall be set up and removed on the assigned dates with supervision by the Display Coordinator.
- J. The library does not have space for storage of the property of exhibitors in the library building; therefore, artists are asked to deliver and pick up art

Tigard Public Library

Adopted by the Tigard Library Board September 8, 2005

Reviewed and Re-Adopted by the Tigard Library Board October 9, 2008

Policy Reviewed and Re-Adopted by the Tigard Library Board December 8, 2011

Policy Reviewed and Re-Adopted by the Tigard Library Board February 12, 2014

work according to the dates established in advance. Insurance covering the value of the exhibit will be the responsibility of the displaying artist.

The artist will sign a disclaimer releasing the library from all responsibility prior to the display of the works. See attached Display Agreement.

III. Responsibility for Loss or Damage

- A. Each approved exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item.
- B. Items on display in the library enjoy the same security as the library collection and equipment; the glass display cases are locked, but irreplaceable items or items of great value should not be included in a display.

IV. Cancellation of Exhibits

- A. The Library Director and Library Board reserve the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action. If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the library.