

Calhoun County Library

ART AND DISPLAY POLICY

April 21, 2026

INTRODUCTION

The Calhoun County Library (CCL) provides art exhibit and display spaces for public use when it is available. The Art Exhibit and Display Policy is developed in accordance with the Library's mission, vision, and values. Priority for exhibits and displays is given to the library, the Friends of the Library, and then to community agencies, groups, and individuals living or working in Calhoun County. This policy is for use of the Library's display areas by external groups. The Library has limited space for some or all of the following:

- Distribution of materials such as brochures, leaflets, and flyers
- Posting of flyers, posters, and notices
- Display cases and freestanding displays
- Art exhibit wall

GENERAL GUIDELINES

All materials to be displayed or distributed in the library must have prior approval from the Library Director or their designee. The primary purpose of these materials should be to disseminate information about events and programs relevant to the community. Materials left at the library without prior approval will be discarded. Materials and displays that serve only to advertise non-library fundraising, commercial ventures, religious recruiting, or the promotion of political candidates, campaigns, or platforms will not be allowed.

- 1) Displays and distribution of materials will be permitted only in designated areas of the library. Use of these spaces is on a first come, first served basis with priority going to the Library and Friends of the Library.
- 2) As the library's space is limited, size and time limitations for brochures, flyers, posters, leaflets, freestanding displays, displays, and/or art exhibits will be determined by the Library Director or their designee.
- 3) The Library assumes no responsibility for loss or damage of any materials for distribution or display materials belonging to individuals or organizations.
- 4) The Library reserves the right to remove materials for distribution and display materials due to timelines and/or limited space. No materials will be stored at the library.
- 5) The provision of space by the Library for a display, art exhibit, and/or the distribution of materials does not indicate an endorsement by the Library, the Boards of Trustees, or the Friends of the Library.

ART EXHIBIT GUIDELINES

Art exhibits will be displayed only on the CCL gallery wall space using the library's provided hardware to accommodate hanging art exhibits. All art exhibits will be approved by an Art Exhibit Committee appointed by the CCL Board of Trustees. The committee may be comprised of a library staff member, one or more members of the CCL Board of Trustees, one or more members of the Friends of the Library, and other members selected from the local arts community.

- 1) The Art Exhibit Committee will select materials for exhibit using the standards set forth in the CCL Collection Development Policy and will judge all works on artistic merit and timeliness.
- 2) Art exhibits will be permitted only in designated areas of the library. Use of these spaces is on a first come, first served basis with priority going to the Library and Friends of the Library.
- 3) Time period of exhibits will be established by the Art Exhibit Committee. Exhibitors must agree to place materials in the library no earlier than the exhibit start date and must remove the display no later than the end of the exhibit. Unless arrangements have been approved by the Library Director or their designee in writing, no exhibit materials will be stored in the library before or after the exhibit dates.
- 4) The CCL Art Exhibit Committee makes all efforts to protect exhibit materials on display but assumes no responsibility for loss or damage for art exhibits belonging to individuals or organizations. A waiver of liability must be signed by the individual or organization responsible for the art exhibit.
- 5) Art exhibitors may supply information concerning pieces in the exhibit, including price information, however, library staff members will not be responsible for distribution of such information or act as a liaison between the exhibitor and the public.
- 6) Responsibility for any damage to Library property caused by the installation, display, dismantling, and removal of an art exhibit will rest with the exhibitor.

The Library welcomes citizens' expressions of opinion concerning artwork and display materials in the library. As with any item in the Library's collection, requests to remove materials will be considered by the Library within the context of the policies set forth in this document. To challenge an item on exhibit, display or being distributed in the library, use the Request for Reconsideration form available at all library service desks.

Approved Date: April 21, 2026

Board of Trustees Signature: Caroline G. James