

## **Policy for Displays & Solicitation**

### **Art Exhibits and Displays**

- The purpose of exhibit areas in the Simsbury Public Library is to stimulate the appreciation and knowledge of art in the Simsbury community. Priority will be given to local and Connecticut artists.
- Artists interested in exhibiting their work should fill out an application form and sign a “Hold Harmless Agreement”.
- The Library Director or his/her designee will review the artwork and will select diverse art exhibits suitable for family viewing and not hostile to the work environment.
- Locations for exhibits are available around the Library. All flat work must be suitably framed or matted for hanging using the Library’s extensive picture hanging system. No free standing or pedestal mounted sculpture or other such work will be accepted for exhibit except in the display case.
- The artist will be responsible for installing and dismantling the show, providing information for press releases and designing, printing and mailing of any desired announcements. The Library is ultimately responsible for approving the final hanging to assure it meets the Library goal of presenting an exhibit in the most positive way for the enjoyment of the public. The Library staff will help whenever possible and publicize the exhibit along with related events.
- Normally, exhibits will change every month. The artist will remove the exhibit promptly at its completion.
- If the artist wishes to host a reception in conjunction with the show, it must be held during regular Library hours and be open to the public. The rules governing the use of the Library and facilities will apply and are available on request.

### **Bulletin Board Use and “Give-Away Literature”**

- Posters, brochures, etc. announcing Library, community, regional or state events will be posted as space permits.
- The Library may limit the size and quantity of posters and “Give-Away Literature” and decide on their placement.
- All events must be open to the general public.
- Library activities receive priority.
- All items to be posted or given away must be left at the Reference Desk. Reference staff will post and place the items.
- Personal notes are not allowed.

### **Solicitation and Pamphleteering**

- No commercial transactions are allowed on Library property.
- Solicitations or pamphleteering are not to be conducted inside the Library.
- This includes requests for membership, monetary donations, signatures on petitions, and similar activities.

- These activities may only take place outside the Library in the area by the flagpole at the upper entrance to the Library during the hours the Library is open.
- Solicitors must not interfere with citizens' free and impartial use of the Library.
- Exempt from this policy are activities of the Friends of Simsbury Public Library or those particularly sanctioned by the Simsbury Library Board of Trustees or its designated representatives.