

Thomas Memorial Library  
Policy Manual  
**Displays and Exhibits Policy**

Displays and exhibits will be encouraged consistent with library goals and objectives to provide materials, services, and information for educational, recreational and cultural enrichment for the community.

#### BULLETIN BOARDS

1. Space on library bulletin boards will be available to the public on an equitable basis regardless of the beliefs or affiliation of the individuals or groups requesting their use, in accordance with the *LIBRARY BILL OF RIGHTS* (American Library Association).
2. Priority will be given to announcements of library programs. Other material from nonprofit organizations will be posted as space allows.
3. Postings will be limited to announcements of music, drama, and civic programs, or similar items from nonprofit organizations. All materials judged inappropriate under these guidelines will be referred to a more appropriate venue.
4. The library reserves the right to discard any posted material after the event date or at the discretion of the staff.
5. No promotional materials, leaflets, or posters which advocate the election of a candidate, political, or otherwise, shall be displayed.

[5-6. The Library does not provide electronic bulletin boards for use of the public.](#)

#### DISPLAY CASES

The display cases belonging to the Cape Elizabeth Historical Preservation Society will be maintained by that organization, with the cooperation of the library staff.

#### EXHIBIT SPACE

1. Hobby, craft, and art exhibits are encouraged but are to be displayed at the owner's risk and are NOT covered by library insurance.
2. All exhibits must be previously approved by the Director in consultation with the [Cape Elizabeth Arts Commission Library Gallery Manager who shall be elected annually each February](#). Application may be made by any individual or group wishing to display their art work in the library. [Artists may not submit subsequent applications for the use of the space unless 18 months have passed since their last exhibit. Applications for specific dates may not exceed 12 months from the date of submission; if a date is not offered or available during this timeframe, a new application must be made at a later time.](#)
3. A contract outlining the responsibilities of the exhibitor must be signed by each exhibitor and the [Library Director/Gallery Manager](#). Each exhibitor is responsible for installation and dismantling and removing the entire show on the date specified in the contract. The exhibitor will provide all necessary equipment for mounting the exhibit, using library approved materials, and should provide, at the time of installation, a list of pieces in the exhibit.

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4. The library will permit the sale of items in the exhibit, subject to the following restrictions:
  - A. The exhibitor will display a price list at the circulation desk, and may provide sufficient copies for patrons to take.
  - B. The exhibitor will inform the Library Director, in writing at the end of an exhibition, of the sale price to be received by the exhibitor for all items sold during or as a result of the display at the library.
  - C. The exhibitor is solely responsible for the sale transaction. Library staff will not negotiate sales, collect payment, deliver an item to a purchaser, or calculate commissions.
  - D. Any item sold must remain on display with the show until the removal of the entire exhibit at the date specified in the contract. No departure from this rule will be permitted without prior approval of the Director and shall be subject to any conditions he/she may impose. ~~An item Artwork~~ may be marked with a red dot in the lower corner of the item to indicate that it has been sold.
  - E. The exhibitor will pay a 10% commission on the total sale price of items sold during or as a result of the display in the library. Payment shall be made to the Town of Cape Elizabeth, in the form of a check. The commission must be paid at the Town Office within one month of the removal of the exhibit.
5. The Library Director, in consultation with the C. E. Arts Commission Gallery Manager, will select and schedule displays, judging works appropriate for a public library display. They reserve the right to cancel or withdraw permission for the exhibition of materials without prior notice when such withdrawal seems advisable.
6. Areas of the library, other than the designated gallery space, may on occasion be used for displays, subject to consultation and prior approval of the Director.
7. All public display areas are subject to the occupancy limitations established by state and local authorities, for service and safety reasons. The exhibit areas and their capacities (in parentheses) should be observed and monitored by each exhibitor: Entrance Foyer (36), Adult Foyer (37) and Children's Foyer (49). It also should be noted that these are also exit pathways; there should not be anything moveable in these areas that could get knocked over and impede exit from the building.

OTHER

1. Free informational material from city and state agencies, schools and nonprofit groups who wish to publicize their organization or activities, may be left at the circulation desk for display in the appropriate rack or case.
2. The library reserves the right to weed and discard as necessary materials left in the information rack.