

OTIS LIBRARY

EXHIBITION POLICY

As an educational and cultural institution, Otis Library welcomes displays and exhibitions of interest and information to enlighten our community. Displays of art, handiwork, photographs, historical materials other materials of general interest may be exhibited.

All exhibitions must be pre-approved by the Director of the Library. All items in the exhibitions are to be reviewed and approved in advance of the exhibition. The exhibition rooms are multi-functional; meetings or programs may be held in the space concurrent with the exhibition. Library use of exhibit and display areas takes precedence.

Exhibitors/artists are responsible for proper and safe hanging of work from the art display system. An artist wishing to use a different method to exhibit his/her work must speak with the Director beforehand. The use of adhesives such as tape is not permitted. The Library does not provide storage, porter service or special furnishings.

Exhibitions and displays may include information about the artist. Artists wishing to sell displayed materials must make arrangements in advance with the Director.

Otis Library does not carry insurance on artwork or items loaned to the Library for an exhibition. Exhibitors must sign a release or an insurance waiver before any artwork or materials may be displayed.

Otis Library does not assume any responsibility for the preservation, protection or liability for damage or theft of any displays or exhibitions. All items placed in the care of the Library are at the owner's risk. An itemized list of all artwork or materials with a brief description of each piece must be provided to the Business Office before an exhibition opens. If security is an issue, arrangements need to be made with the Director ahead of the exhibition opening.

It is the responsibility of the exhibitor to dismantle and remove the exhibit at a designated time. Exhibitors are expected to leave the Library area in the same condition found at the commencement of the exhibition and to reimburse the Library for any damage occurring as a result of the exhibition.

The following sign will be posted as part of all non-library displays or exhibits:
"Exhibits are offered as a community service and do not carry the endorsement of Otis Library."

Any inquiries or requests for an exhibit should be directed to the Adult Programming Coordinator.