

Great Barrington Libraries Display Policy:

Bulletin Boards, Display Cases & Wall-Mounted Exhibits

The Great Barrington Libraries make spaces available for community displays, exhibits, and publicity. The Libraries have bulletin boards to convey information and publicize events, and display cases and wall space for exhibits for the enjoyment, education, and/or enlightenment of the Libraries' patrons.

The following rules govern the type and manner in which materials may be displayed:

Bulletin Boards:

Bulletin Boards may be used for public notices of community interest, and by nonprofit, advocacy and/or civic organizations sponsoring charitable, cultural, educational and/or recreational events.

Notices about political candidates and/or ballot initiatives, religious convictions and/or services, and notices regarding private enterprises may not be posted.

All materials must be submitted to the circulation desk for review, approval, and posting.

Display Cases & Wall-Mounted Exhibits:

Display Cases and Wall Exhibit Space are reserved for individuals and nonprofit groups only.

Applications must be submitted at least four weeks before desired use date.

Applications will be reviewed by the Exhibits Manager and Library Director.

Applicants will be granted use of the Display Case or Wall Exhibit Space on a first-come, first-served basis.

Great Barrington Libraries Collection Development Policy

Adopted by the Great Barrington Library Board of Trustees on Thursday, February 16th 2023

Displays and Exhibits are generally for one calendar month.

A complete Display or Exhibit inventory must be submitted to the Exhibit Manager or Library Director one week before installation.

The Exhibitor is responsible for setting up and dismantling all exhibits in a time mutually agreed upon with the Exhibits Manager or Library Director. For Wall-Mounted Exhibits, holes may not be put in the Libraries' walls.

Displays and Exhibits must include a sign indicating the name of the Exhibitor; the Exhibitor may also include a sign listing their contact information so that interested members may contact them directly.

The Exhibitor must supply the Libraries with biographical information and a description of the Display or Exhibit for use in library publications.

Publicity and/or any special events related to any Display or Exhibit should be coordinated separately with the Library Director.

No Displayed or Exhibited materials may be priced for sale. Exhibitors are responsible for any sales transactions of Displayed/Exhibited items in the Libraries.

Although the display cases are locked and the Libraries are protected by burglar and fire alarms, Exhibitors are urged to make sure they have sufficient insurance to cover theft, vandalism, or any other damage that might occur. The Libraries are not responsible for theft or damage of items. The Exhibitor must fill out and sign the Liability Waiver.

The Libraries reserve the right to remove any Display or Exhibit whose content does not reflect that stated in the Application, or after the one-month Display or Exhibit period has ended.

Application for Use of Library Display Cases and Wall-Mounted Exhibits

Exhibitor Information:

Name: _____

Contact person, if group: _____

Address: _____

Telephone number: _____

Email: _____

Exhibit Information:

Title/subject: _____

Medium: _____

Display Case or Wall-Mounted Exhibit: _____

Number of pieces: _____

Preferred dates: _____

I attest that I understand and acknowledge the Great Barrington Libraries' Display Policy governing the use of Display Cases and Wall-Mounted Exhibits at the Libraries.

Signature: _____

Date: _____

Liability Waiver

_____ exhibit to be held in _____ Library on _____
[Display Case or Wall-Mounted] [Mason or Ramsdell] [dates]

Description of Display or Exhibit materials: _____

I, _____, hereby lend the above described materials to the Great Barrington Libraries for display/exhibit purposes only. In consideration of the privilege of displaying/exhibiting them in the Library, I hereby, release Great Barrington Libraries, the Town of Great Barrington and employees thereof from responsibility for any loss, damage, or destruction while they are in the possession of the library.

Signature: _____

Printed name: _____

Address: _____

Phone number: _____

Email: _____

Date: _____