

## **Exhibits and Displays Policy**

*This policy is for application to Boston Free Library.*

*Boston Free Library (Library) display cases and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of exhibits or displays does not indicate Boston Free Library's endorsement of the ideas, issues or events promoted by those exhibits or displays.*

1. Potential exhibitors must complete the Exhibits and Displays Application and Release Form a minimum of 7 days in advance for consideration by the Boston Free Library management.
2. The Library reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the Library's Rules of Conduct.
3. The duration of any approved exhibit/display is subject to the discretion of the Library's management. The needs of the library take precedence over those of exhibitors. Should the Library require a display case or exhibit space for its own use, the Library reserves the right to pre-empt such space upon written notice to the exhibitor.
4. In fairness to numerous community groups, the Library may limit the frequency with which exhibits/displays may be mounted by the same organization.
5. Exhibits/displays that are not removed on or prior to the date established by Library management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.
6. Exhibits/displays must be installation-ready. Installation and removal of the exhibit/display will be under the guidance of Library personnel. Expenses incurred for insurance, installation, materials, mounting, removal or security are the sole responsibility of the exhibitor.
7. Exhibits/displays should be appropriate in scale, material, form and content for the library environment.
8. Neither the Library nor the Boston Free Library Association Board of Trustees accepts responsibility for loss or damage to any exhibit/display.
9. Exhibit/display space may not be used for commercial purposes.
10. Permission to mount an exhibit/display is based on the provisions of Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations

responsible for those exhibits/displays. Failure to comply with Library policies may result in denial of exhibit/display privileges.

11. Requests pertaining to permanent exhibits/displays are evaluated on a case-by-case basis by the director or their designee and must follow the provisions of the Boston Free Library's Gift and Donor Recognition Policy.

Adopted September 5, 2017

Amendment on December 6, 2022 per Res 2022-03, Revision on February 11, 2025 per Res 2025-01

## Exhibits and Displays Application Release Form

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***I agree that I have read and will abide by the rules of the Boston Free Library Exhibits and Displays Policy. I hereby release, indemnify and hold harmless the Boston Free Library and the Boston Free Library Board of Trustees from any claim, suit, or loss related to this exhibit/display.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Organization Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description and Title of the Exhibit/Display: \_\_\_\_\_

Number of Items to be Displayed: \_\_\_\_\_

Exhibit/Display Format: circle all that apply

Tabletop

Freestanding Panels

On Easels

Separate 3-dimensional objects

Framed Artwork

Prints

Other: \_\_\_\_\_

Library Name: \_\_\_\_\_

Location in the Library: \_\_\_\_\_

Exhibit Set Up Date: \_\_\_\_\_ Exhibit Take Down Date: \_\_\_\_\_

Approval by: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Library Phone: 716-941-3516

*The signed original form should be kept with the library. A copy of the signed form should go to the exhibitor*  
Adopted by the Boston Free Library Board February 11, 2025.