



Art Exhibit/Collections Display Policy

The Nevins Library occasionally offers space to community artists and collectors whose body of work is within the mission statement of the library. The Nevins Library reserves the right to remove any pieces that are deemed outside of this scope. Acceptance of an exhibit does not imply Library endorsement. Artists/owners should contact either the Head of Technical & Administrative Services or the Head of Youth Services to inquire about displaying their artwork or collection. The Library will designate an employee to coordinate set up, reception and removal times of the display with other departments responsible for meeting room scheduling and building maintenance. Meeting spaces at the Library book quickly; therefore, we cannot guarantee space will be available. Exhibits may be scheduled for 2-4 weeks' maximum. A sign with the name of the organization or individual responsible for the display is recommended. Commercial displays, prices, or sales advertising are not permitted.

The Nevins Library has these areas available for displaying artwork, crafts or collections:

- The Great Hall located on the Upper Floor of the Library
- A stationary device suitable for displaying two-dimensional framed artwork in the public areas of the Library
- Free Standing display units can be arranged throughout the public areas of the building if provided by the artist.
- Displays may be put on walls, endcaps or tops of stacks and bookshelves.
- The Library also offers two display cases suitable for displaying three-dimensional items
 - Display Cabinet in the Children's Room
 - Large Case located on the Main Level

Art Reception

When artists wish to host an opening reception, they may use the established Library meeting room scheduling process. Responsibility for signage, refreshments, set up, and clean-up of a reception rests with the artist, not with the library staff. Beverages served at artist receptions must be non-alcoholic and non-staining. Food consumption is restricted to the exhibit area. Business cards or contact information for the artist may be left near the display during the length of the show. The Nevins Library receives no commission for any artwork sold.

School Artwork Display Case Exhibitions

Small displays from school classrooms and area preschool classrooms may be shown within the Children's Room for 2-4 weeks. Materials may be displayed on the top shelf of the tall book stacks, selected areas on top of lower book stacks, in the display cabinet, on the end stacks and on wooden columns. The specific areas to be used for each display will be determined by a meeting with the Head of Youth Services and the representative from the school. The school staff is responsible for setting up and taking down the pieces of art used in the display. Only tape approved by the Library may be used to hang the pieces of art on the walls, columns and book shelves. The Library is not responsible for any damage to

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or loss of artwork during the exhibition. A sign with the name of the organization or individual responsible for the display is recommended.

Display Case Exhibitions

Individual collections of interest to the public are routinely placed on exhibit within the locked and lit display cases located on the Main Floor and in the Children's Room. For the Main Floor case, a meeting with the Head of Technical & Administrative Services will be recommended. For displays in the Children's Room, the Head of Youth Services or designee will meet with the interested child or adult requesting a showing of a collection. The glass display shelves are fixed to accommodate a variety of heights in collections. The exhibit space is generally limited to a calendar month, so there may be a wait to exhibit the collection. The owner of the collection is responsible for setting up and taking down items on display. Exhibitors may use small tent cards to identify items on display and to indicate the title for the collection with their name (optional). The library is not responsible for any damage to or loss of artwork or collection items during the exhibition.

Display Content

The Nevins Library reserves the absolute right to decide whether artwork or items on display are appropriate for the Library setting, and if they support the mission of the Library.