

Crook County Library

Exhibits Policy

Last revised by the Library Board of Trustees, April 12, 2018

We provide space in our library to show artistic, cultural, and informative exhibits to the general public. While these spaces are primarily for use by the Friends of the Library and us, we welcome displays from individuals and community groups.

There are two primary exhibit areas that are open to the public: the glass display case in the lobby and various wall spaces inside the main library. Priority for these areas is given to the library, Crook County, the Friends of the Library, and our partners. When not in use, exhibit areas are available at no charge on a space-available, advanced reservation basis.

Exhibit selection

You must submit an application to be able to use our exhibit space. We require photographs, visual inspection, or a detailed description of the materials to be exhibited. Like our collection materials, we select exhibits based on local community needs and interests or artistic, historic, or scientific merit.

In selecting exhibits, we are mindful that exhibits may be viewed by people of all ages with a variety of backgrounds, beliefs, and interests. We do not accept applications for exhibits that advertise commercial products and services, campaign for particular political candidates or issues, or cannot fit within the designated exhibit areas.

Exhibit guidelines

- You must sign an Exhibits Agreement before we can secure display space for you.
- A designated staff person schedules exhibits and coordinates with you. It is your responsibility to set up and remove your exhibit at the designated times.
- Exhibits generally last for one month, generally beginning on the first of the month and ending on last day of the month.
- When displaying art, we ask that you only use the hanging mechanisms provided.
- Please refer to our best practices document for details on how to get the most out of your exhibits experience.

Disclaimers

- Providing space for exhibits does not imply that the library or Crook County endorses the content of the displays.

- We do not act as a business agent; you may leave contact information for the public to use, but purchases are strictly private transactions between you and the buyer. You may not remove sold works until the end of the exhibit period.
- Items are exhibited at your own risk; neither the library nor Crook County insure the items nor do we assume responsibility of loss or damage to the items. You are welcome to secure your own insurance, but that is an arrangement strictly between you and your insurer.
- We do not allow exhibits that are obscene, libelous, threatening, defamatory, harassing, or discriminatory, or materials that violate intellectual property laws or advocate illegal activity, as defined by relevant laws. Exhibits that incorporate intellectual property in a manner consistent with legal fair use exceptions are welcomed. For more information on fair use, visit the Stanford Copyright and Fair Use website at <https://fairuse.stanford.edu>.

Exceptions to this policy are made at the discretion of the Library Director or designee. Written complaints about exhibits will be reviewed by the Library Director and exhibits coordinator, with referral to the Library Board of Trustees as necessary.