

MONROE TOWNSHIP FREE PUBLIC LIBRARY

EXHIBITS POLICY

CRITERIA

Exhibits fulfill an integral part of the Library's commitment to provide access to the intellectual and cultural resources of the community. Exhibits may be planned to direct the public's attention to the materials and services of the Library itself, or may provide exposure to the unique collections of local residents or the particular works of local artists and crafters.

Exhibits in the showcase are seen by virtually everyone entering the Library, both children and adults with varying degrees of sophistication. Exhibits must therefore meet what is generally known as "standard acceptable to the community."

PROCEDURES

The Library Board of Trustees will authorize the formation of an Exhibits committee consisting of four members of the Board. The committee will work with the Library Director to solicit exhibits of local collectors, artists and crafters. The Director will determine the number of exhibits that can be displayed at one time. Exhibits will remain on display for one month, and the months of February through June are reserved for public schools in Monroe Township to display student works.

The Committee will recommend to the Director a list of exhibitors meeting the criteria listed above. If there are more exhibitors than available display time, any exhibitors not chosen will be placed on a waiting list and considered the following year.

The Director and the Committee will decide on the content and arrangement of all exhibits. Every item must meet the Library's standards of value and quality, and the Library reserves the right to reject any part of an exhibit or to change the manner of display.

All publicity material relating to exhibits will be submitted for the Director's approval.

Adopted October 16, 1995
Revised May 15, 2000
Revised December 17, 2001
Revised March 15, 2004

**MONROE TOWNSHIP PUBLIC LIBRARY
4 MUNICIPAL PLAZA
MONROE TOWNSHIP, NJ 08831
(732) 521-5000**

EXHIBITS RULES AND INFORMATION SHEET

1. Exhibits are displayed for one month and are limited to the exhibit case. Wall hanging exhibits are exhibited on panels in the Story Room only, and only during the months of January, May and September.
2. Exhibit applications are screened by the Exhibits Committee. From a list of acceptable exhibitors, up to seven will be selected by random drawing. These people will be assigned a month to display their exhibit.
3. The exhibit case is used to display the work of students from the Monroe Township School District in February through June. Exhibitors chosen to display will be assigned one of the seven monthly periods beginning on July 1 and ending on January 31.
4. The setting up and taking down of all exhibits are the responsibility of the exhibitor. All items displayed must remain on display for the entire length of the exhibit. When the exhibit is set up, a list of all items displayed along with the estimated dollar value of each item will be submitted to the Library Director by the exhibitor. After the Library Director verifies the list, the display case will be locked for the length of the exhibit. When the exhibit is taken down, the Library Director and the exhibitor will again verify that all items on the list have been returned to the exhibitor.
5. Exhibitors will be asked to submit an autobiographical sketch prior to the opening date. It should include a description of the exhibit, personal and family data, places you have exhibited, prizes won and any other information that you feel will be of interest to the library patrons. All publicity about the exhibit must be approved in advance by the Library Director to be sure that it conforms with all library policies. An exhibitor may wish to schedule a reception for the exhibit. This should be done through the Library Director.

6. No advertisement, offer of sale or purchase will be permitted within the display case and no sales transactions will be permitted on library premises; however, if items in the exhibit are for sale, a master price list will be available through the Library Director and prospective customers will be referred directly to the exhibitor. No prices will be posted with the exhibit.
7. The Library Director and the Exhibits Committee reserve the right to restrict from the exhibit, any item or items, that do not meet all library policies for acceptable community standards of good taste. The decision of the Library Director and the Exhibits Committee will be final in this matter.