

BARTLESVILLE PUBLIC LIBRARY
EXHIBIT AND DISPLAY POLICY

Objective of Exhibits and Displays

Exhibits function as an integral part of Bartlesville Public Library's (BPL) public service and are welcomed from community groups and organizations. Displays should direct the attention of the public to materials, services, and aims of the library. The library reserves the right to reject any part of an exhibit or to change the manner of its display.

BPL offers exhibit space to encourage the community to share in the enjoyment of the visual arts, allows artists and community groups to share creative talents and information, and enhance the visual environment in which library service is delivered. Artists and exhibitors must consider that the viewing audience will include all ages, levels of sophistication, religious backgrounds, and personal tastes, when judging the appropriateness of their particular exhibit for the public library. The audience is not self-selected as in a museum or commercial art gallery and the exhibit may not be their primary purpose for visiting the library.

Exhibits and displays are offered as a community service and do not carry the endorsement of BPL, the Library Board, or the City of Bartlesville. The Library Director has final authority regarding the acceptance or rejection of outside exhibits and library displays.

Exhibits from the Public

Individuals and groups are encouraged to inquire about using exhibit spaces at the Bartlesville Public Library for educational, cultural, charitable, governmental, and civic purposes. Facilities are available on an equitable basis, regardless of the beliefs or affiliations of the individuals or sponsoring groups requesting their use.

General Guidelines:

1. No more than one exhibit for a given group or individual may be scheduled at one time.
2. The Library Director or designee will not allow displays, exhibits, etc., which are judged illegal, offensive, or inappropriate for a public library setting.
3. All exhibitors must complete an application for exhibit consideration, available from the library. New applications are received until June 30th of each year for the following year's schedule. Applications are to be submitted to the Library's Administrative Services Department.
4. Exhibits shall be displayed for 1 month. Additional exhibit time may be granted by the Library Director or designee.

5. Exhibits requiring special on-site supervision become the responsibility of the exhibiting group or individual; the Library cannot be responsible for staffing an exhibit.
6. The Library will not engage in the sale of any items on exhibit. Any inquiries will be referred back to the exhibiting individual or group.
7. The sponsoring group or individual is responsible for creating the display, setting it up according to the schedule and removing it before the next scheduled display. If the exhibit is not removed by the end of the month, the Library has the right to remove the exhibit to make space available for the next exhibitor. Library/City of Bartlesville related exhibits will be given priority should space become limited.
8. The Library cannot be responsible for any materials lost or damaged during an exhibit's run, or its installation and removal.
9. The Library also reserves the right to review any publicity material prepared by the Exhibitor prior to the exhibit.
10. The use of library space to provide an exhibit for an individual or a group does not constitute an endorsement of that individual's or group's policies or beliefs.
11. Final approval for all exhibits lies with the Library Director or designee.