

**Policy Title: Artwork Exhibit Policy****Effective Date: March 22, 2000**

Exhibits of work by local artists and crafts people are intended to increase the community's awareness and appreciation of the arts. Exhibit space will be provided in designated areas when not needed for library purposes. Exhibits shall be of general nature and open to the public.

**Conditions for Exhibit of Artwork:**

1. The Board of Trustees' policy encourages equitable utilization of exhibit areas by artists in the Flagler County community. Because the Library is a public institution, equal opportunity to exhibit artwork must be given to all Flagler County artists.
2. Exhibits shall be arranged in the designated exhibit area. No other space or fixtures shall be provided without prior approval of the Library Director. Artwork considered inappropriate will not be exhibited.
3. A designated representative of the Library shall schedule exhibits in the library with the approval of the Library Director. Space is reserved by completing an *Art Exhibit Application*. Each artist will be given the *FCPL Artwork Exhibit Policy*. Reservations shall not be made more than one year in advance.
4. All exhibits must be approved prior to set up by the Library Director or a designated representative. The Library Board of Trustees has the final authority for approving all exhibits and reserves the right to prohibit any display of art work not approved by the Library Board of Trustees.
5. All exhibits shall be set up and removed on the assigned dates with previous approval by a library representative. Should the artist wish to remove the artwork before the allotted time, he must contact the library representative.
6. Exhibits must conform to the space restrictions of the exhibit areas and be securely affixed to display surfaces. **Three** paintings per artist not to exceed 18" by 24". If pictures are larger, the quantity displayed will be at the discretion of the artwork Coordinator. Each exhibited artwork will have the designated "Library Card Identification" on the work. No personal cards may be used. *Artwork must be framed and wired for hanging.*
7. Exhibitors must sign a waiver on the application that releases the Library and Flagler County from any responsibility for loss or damage to works on display. The waiver must be signed prior to set up of the exhibit. At the close of the exhibit, the artist (or designated representative) must sign the Artwork Sign Out Sheet to acknowledge return of exhibited pictures.
8. Prices may not be attached to articles displayed and library staff is not responsible for promoting the sale of artwork while on display.
9. The Library's need for exhibit space takes precedence over the public's request to use such areas. The Flagler County Public Library reserves the right to cancel without notice the use of exhibit space should the Library Director or board of Library Trustees determine space is needed for library purposes.

**Approved by Flagler County Library Board of Trustees - 03/22/2000****Revised by Flagler County Library Board of Trustees – 5/18/2005**