

Hedberg Public Library  
A103 Exhibits and Other Displays  
Board Policy  
Last update – May 2008

### **Purpose**

The Hedberg Public Library schedules exhibits and displays of interest, information, and enlightenment to the community. The primary purpose of exhibits in the library is to extend the library's role as a cultural, educational, and community-centered institution.

### **Secondary Purposes**

- To promote library usage and enhance the library experience of patrons
- To showcase original art by area artists, both emerging and established
- To display collections and other items of artistic, historical, cultural, educational, and/or leisure interest
- To provide information about community groups engaged in educational, cultural, intellectual, or charitable activities.

### **Scope**

Exhibits and displays strive to be professional looking, with clear themes, relevant materials, and aesthetic appeal. As in library collections, exhibits endeavor to present a wide cross-section of topics that will appeal to varied ages, genders, and interests. Inclusion of an exhibit does not signify an endorsement by the library of the beliefs or viewpoints it represents.

Exhibits which primarily enhance a business or which present only one side of an issue are not accepted. Discretion to accept any exhibit is left to the staff.

### **Types of Exhibits**

#### **A. Art Walls**

The library has hanging gallery space for original art by area amateur or professional artists. Exhibits on the art walls are selected on a juried basis by the Art Committee, working with a staff liaison. The Committee has the final responsibility to determine artistic merit and to make appropriate selections. The Committee reserves the right to limit the frequency of exhibits by an artist. The library does not handle the sale of art by exhibitors. Interested patrons are referred to the exhibitor.

The Hedberg Public Library Art Committee consists of four area citizens with experience and/or interest in art. Members are appointed to four-year terms by the Library Board. Terms begin in January with a new appointment made each year to fill the committee post being vacated. New members may serve up to two consecutive terms (full or partial). The Library Board shall appoint a person to fill any vacated term. The Committee elects a chair for the next calendar year at its annual review meeting in the fall.

### **B. 3-D Exhibit Space**

A space is designated as an exhibit area for displays on freestanding screens, in cases, and/or on tables. This space was created to expand display possibilities for collectors, hobbyists, and artists beyond items that can hang on the walls and to offer secure (covered) display options for valuable or fragile items. This space may also be used for traveling exhibits and other special displays.

Exhibits are selected and scheduled for this space by the library staff in cooperation with individuals and organizations. Items determined by the staff to be of a quality and interest appropriate for library display are featured.

### **C. Bulletin Board Displays**

The library uses three bulletin board cases across from Checkout for community postings of a non-commercial nature for non-profit groups and organizations and government agencies. With advance notice, non-profit groups may request the use of one bulletin board case to promote awareness of community/national events or topics. Examples may include Infant Immunization Week, local cancer support group, or recycling. These displays should contain visual appeal, include three-dimensional props whenever possible, and may incorporate free handouts of a non-commercial nature related to the topic.

Bulletin board displays are scheduled by library staff.

### **D. Displays of Library Materials**

Library staff schedules and prepares displays of library materials to make materials more accessible to users, to feature different segments of the library collection, and to increase or reflect awareness of current issues and/or events. Display themes range from seasonal to those of local, regional, or national interest. Displays may be arranged in conjunction with library programming and other exhibits in the library.

Displays are changed frequently. Circulating materials may be borrowed directly from the display.

Suggestions for materials displays may come from staff, customers, current news headlines, etc. The two main criteria for selecting topics are the availability of related materials and the level of perceived interest for library users.

### **Statement of Responsibility**

Individuals and representatives of organizations are responsible for planning, transporting, installing, and removing their exhibits, following guidelines provided by library staff. Exhibitors are asked to provide a list of items on display.

The library is not responsible for any items that are lost, damaged or stolen while on exhibit or display.

To ensure consistent and accurate information, the library handles publicity for all exhibits at the library.