

Clapp Memorial Library Exhibit Policy

(approved by the Board of Trustees, February 15, 2023; revised and approved on June 11, 2025; revised and approved on August 12, 2026)

Purpose

The Clapp Memorial Library provides exhibit space to support civic, educational, cultural, intellectual, charitable, and recreational activities that serve the community's interests and enrich lifelong learning, personal growth, and public engagement. Use of library exhibit spaces is offered on an equitable, non-commercial basis and is subject to the Library's policies and priorities for programming, public access, safety, and appropriate content.

Content

All library patrons who enter the building are exposed to an exhibit, depriving them of the opportunity to exercise free choice as to whether to view the exhibit. As is the case with book selection, the Library (as represented by the Library Director or their designee) will exercise judgment as to current usefulness or interest, authority and competence of presentation, importance as a record of the times, relevance to the collection, and standards of quality in content and format.

Exhibit spaces may not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. As such, no prices may be displayed on artwork. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits on these subjects are allowed. Use of exhibit spaces for Library purposes takes precedence over other uses.

Displays should be appropriate in scale, material, form and content for the library environment. The Library discourages material containing images that include elements of sexually explicit imagery or violence. The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, creates a maintenance problem, or interferes with the public services or other activities in adjacent library areas. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with the Library Director prior to installation.

The Clapp Memorial Library determines at its sole discretion what materials will be displayed as well as scheduling, durations and assignment of exhibit spaces, whether within the library or on its grounds. Acceptability of an exhibit is at the discretion of the Library Director, whose decisions may be appealed to the Board of Trustees. The Trustees' decision on what will be displayed on Library property shall be final.

Terms and Conditions

Exhibitors must agree to the following terms and conditions to exhibit their work at the Clapp Memorial Library:

- Exhibit space may be booked through the Library Director or their designee. Applications will be reviewed in the order in which they are received. Space may be reserved no more than one year in advance with most exhibits installed for a one month duration. The Library Director or

their designee will review the application and at least one image representative of the exhibit content. Acceptability of an exhibit is at the discretion of the Library Director, whose decisions may be appealed to the Board of Trustees. The Trustees' decision on what will be displayed on Library property shall be final.

- All materials are displayed at the exhibitor's own risk. The artist is responsible for insuring the artwork. Library Trustees and personnel are not responsible for any loss, damage or theft. Prior to or on the day the exhibit is hung, the artist will submit a signed Release and Indemnification Agreement.
- The exhibitor will arrange dates and times for hanging, take-down, and reception (if applicable) through the Library Director. All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library and, except with prior permission of the Library Director, should occur when the Library is closed to the public. Once the exhibit is installed, changes may only be made with prior Library approval.
- The display areas within the building are open to the public only during the regular open hours of the Library, unless by special arrangement.
- If the exhibitor intends to hold a reception, they are responsible for arranging the date with the Library Director, and for the set-up, clean-up, and purchase of non-alcoholic refreshments (if so desired).
- The exhibit and reception (if applicable) will be announced in Library-controlled publicity channels. Artists are responsible for providing publicity images and exhibit information. Please submit publicity information to clapp@cwmars.org. Additional publicity is the responsibility of the artist.
- All artwork (artist statement, etc.) must be hung on the hanging system provided. No tacks, staples, putty, tape, or nails allowed. Use of floor space or tables requires prior approval from the Library Director.
- No fees are charged for display spaces. Exhibitors may not charge admission fees or request donations. While prices may not be displayed on the artwork, contact information can be displayed. Any sales are to be handled directly by the artist outside of the library, and any items sold during a display period shall remain on exhibit until the scheduled removal.
- Damages to the premises, equipment or furnishings because of exhibitor use will be charged to the individual or organization responsible.
- The exhibitor shall remove the exhibit promptly on the agreed upon date. Library staff have the right to remove exhibit materials if they aren't picked up by the agreed date and are not responsible for any damages during such removal. Exhibit materials will be disposed of if not claimed within 30 days of the agreed upon date.
- Space for the display of three-dimensional art on library grounds is limited and will depend on the size and nature of the objects. Exhibits outside on the library grounds require a vote of approval by the Board of Trustees.

Disclaimer

Exhibit areas are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use, with preference given to Belchertown residents and Belchertown-based organizations. The Library endeavors to present a broad spectrum of opinions and viewpoints. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the exhibits or displays. Press releases or other promotions of the exhibit shall not imply Library endorsement of the viewpoints put forth in the exhibit.