

Lewis & Clark Library Policies

EXHIBITS POLICY

It is the policy of the Lewis & Clark Library Board of Trustees to provide access to the intellectual, cultural, and educational resources of the community. Exhibits fulfill an integral part in the Lewis & Clark Library's total program of public service. Exhibits may be planned to direct attention to the materials and services of the library itself. Displays may also be coordinated with the Library Foundation to provide exposure to the arts and sciences, or highlight crafts and hobbies of local artisans. The Library reserves the right to decline to exhibit parts or all of any exhibit.

PROCEDURE - The Adult Services Librarian serves as the exhibits coordinator for the Lewis & Clark Library and shall have the final decision on the content and arrangement of all exhibits. The exhibits coordinator may consult with other staff members or community advisors as necessary.

The Library and/or the Lewis & Clark Library Foundation will not assume any liability for loss or damage to displayed items. The exhibitor may be required to submit a statement of value and proof of insurance for the full value of the exhibit.

A copy of materials publicizing the exhibit will be submitted to the exhibits coordinator.

There will be no direct sales of exhibited items involving library staff or the Library Foundation in any capacity. Sales are to be negotiated between the artist and the buyer.

Twenty percent of proceeds from any work sold during the exhibition will be donated to the Lewis & Clark Library Foundation and the remaining 80% will go to the exhibiting artist.

Exhibitors will be responsible for installing and removing all display items. Unless prior arrangements have been made, all display items are to remain for the duration of the exhibit.

Any disputes that cannot be resolved between the exhibitor and the exhibits coordinator will be referred to the Library Director whose determination shall be final.

Reviewed, Amended and approved by the Board of Trustees January 16, 2018
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