POSTING, EXHIBIT AND DISPLAY POLICY

Postings, exhibits and displays must comply with Washoe County Code 80.520 governing solicitation on County property, will be placed in predetermined areas in the Library, and must be approved by Library Administration, the Managing Librarian or other authorized Library staff. The Library will designate public posting, exhibiting and display areas within the facility, and will establish size and time limits for any posting, exhibit or display. In accordance with NRS 241, the Library will confirm that agendas or other documents subject to Open Meeting Law requirements have been posted; otherwise, the Library does not acknowledge that any particular posting has been received, displayed or removed.

Any individual or group requesting to post or display material(s) must provide the material(s) or, in the case of an exhibit, a representative sample, to the Library in which it is requested to be posted, exhibited or displayed. Posted, exhibited or displayed work will be consistent with the samples provided.

Preference will be given to the Library, Library support groups and government agencies, in that order. As space permits, announcements of events of tax-supported or non-profit educational, cultural and charitable organizations will be posted. Except as permitted by the Library pursuant to applicable law, space for commercial advertising and/or solicitations will not be provided.

Acceptance or rejection of material for posting, exhibit or display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library does not assume responsibility or liability for material(s) posted, exhibited or displayed in Library facilities. The Library reserves the right to refuse to post, exhibit or display specific materials and the right to remove posted, exhibited or displayed material(s). Material(s) left for Library consideration for posting will not be returned, and the Library will dispose of all material(s) as it sees fit. In the case of exhibits and displays, prior arrangements will be made between authorized Library staff and the exhibitor/displayer.

All postings, exhibits and displays shall be temporary. All postings shall be marked “Approved for Posting” and dated. The “Approved for Posting” notation means only that the person responsible for the material has obtained the Library’s permission to post the material, not that the Library necessarily agrees with, endorses, approves or otherwise supports the contents of the material posted.
If the Library declines a posting, exhibit or display, the representatives have the right to appeal the decision to the Library Director or his/her designee. If Library Administration denies an appeal, a subsequent appeal may be taken to the Library Board of Trustees.


APPROVED: February 21, 2007
REVISED: June 20, 2012
REVISED: July 16, 2015
REVISED: September 20, 2018
Art Galleries, Exhibits and Displays

Purpose and Intent:

In direct support of the Washoe County Library System’s Mission, Vision and Statement of Values, displaying artwork is one way the Library is committed to providing visitors more opportunities to enhance their lives through discussions, socialization, and exposure to the arts, while enhancing the visual environment in which library service is delivered.

The purpose of the artwork should be consistent with the Library’s mission and vision, and will reflect the interests and nature of the area. Galleries/Exhibits/Displays are not intended to promote any one viewpoint, or for the monetary gain of individuals. Galleries/Exhibits/Displays are designed to display, not sell. Artist/exhibitor contact information may be displayed with the exhibit, but prices may not be posted.

- Galleries/Exhibits/Displays provide the community with the opportunity to experience artists/exhibitors creations. All exhibits should appeal to a wide and diverse audience and be appropriate for display in a public space. All exhibits should be compatible with the location, size and hardware of the individual galleries and displays.
- Artists/Exhibitors wishing to display art will complete the Washoe County Library System Art Galleries and Displays Hold Harmless Agreement Release of All Claims and Liability and provide 2-4 samples of work. Displayed work will be consistent with samples given.
- Artists/Exhibitor will make arrangements with the individual library for installation and removal of artwork/displays at a time convenient to the artist/exhibitor and library staff.
- Artwork/displays will remain in the library up to two months, which may vary by library location, unless other arrangements have been made.
- The library may provide to the artist/exhibitor:
  - Wall space, hooks, wire cording, hanging devices and hardware, which may vary per location. All artwork must be compatible with the exhibiting library’s existing gallery hardware.
  - A place for the artist/exhibitor to put flyers, postcards or business cards for the purpose of giving information about the exhibit.
• The library is not able to provide:
  o Staff time or assistance to install and/or remove artwork/displays. Exceptions can be made for special traveling exhibits as decided by Library Management.
  o Display cabinet accessories: (fabric, etc.)
  o Labels for artwork/displays
  o Hardware for installation. Artists may be asked to bring their own hammers, nails, putty, step ladders, etc…for installing their artwork, according to each individual library’s gallery system.
• Artwork/displays/samples must be removed on the prearranged scheduled date. Any artwork/displays/samples left longer than 30 days past the prearranged time will be donated to the Friends of Washoe County Library.
• No money will be solicited or exchanged on county property.

REVISED: June 21, 2018
Request to Display Artwork at the ____________________________ Library

Artist/Exhibitor Name: ______________________________________________________________

Contact Phone Number: _____________________________________________________________

Display Area Requested:
   Art Wall: items must be compatible with existing hardware, which may vary per location
   Display Case: suitable for freestanding pieces (artist/exhibitor must supply all accessories)

Sample provided: Artist/Exhibitor Signature __________________________Date_________________
                 Library Staff Signature __________________________Date_________________

Date and Time for pickup of artwork/display/samples*: __________________________________
*Any artwork/displays/samples left longer than 30 days past the prearranged time will be donated to the
Friends of Washoe County Library

Artwork/Displays/Samples returned:
   Date/Signature __________________________

   Staff Signature __________________________

        I would be willing to share my artwork at other library locations.

<table>
<thead>
<tr>
<th>STAFF USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artwork/Display/Exhibit meets the following</td>
</tr>
<tr>
<td>Service Response/Special Interest Month/Current Topic</td>
</tr>
<tr>
<td>Scheduled to display</td>
</tr>
<tr>
<td>Art Wall Display Case</td>
</tr>
<tr>
<td>Staff Initials</td>
</tr>
</tbody>
</table>
Art Galleries, Exhibits and Displays Hold Harmless Agreement

Release of All Claims and Liability

I, ____________________, the undersigned, loan _______________________________ (artwork/exhibit/display) to the Washoe County Library System for display purposes, with the understanding that reasonable precautions will be exercised for the protection of the exhibit(s). I will not hold the Washoe County Library System or Washoe County responsible for any damage or loss which may occur to such display.

I understand that the library is not responsible for setting up or removing artwork/exhibit/display. Exceptions can be made for special traveling exhibits as decided by Library Management.

I understand that I, or my designee, am responsible for the setting up and removal of the artwork/exhibit/display. I hereby certify that I, or my designee, am over 18 years of age, and am capable of performing these tasks.

I understand that the artist/exhibitor may include name, title of artwork, and contact information with the artwork/display exhibited. Price lists may not be posted. I understand that the public will contact the artist/exhibitor directly for possible purchase of any artwork.

I, ________________, agree to display the below listed items for the period beginning on _______________ and ending on _______________.

I understand and agree that this Release of All Claims and Liability and Hold Harmless Agreement is given in consideration of, and as a condition to, displaying my art work at any Washoe County Library.

I understand and agree that this Release of All Claims and Liability and Hold Harmless Agreement includes, but is not limited to, any claim, demand or cause of action which might be caused by any act or failure to act of Washoe County, its officers, agents and/or employees.

I, the undersigned, and/or my designee, have read this Release of All Claims and Liability and Hold Harmless Agreement and understand all of its terms. I hereby execute it voluntarily and with full knowledge of its significance.

Description of personal property (to include paintings, photos, etc.) to be displayed within any Washoe County Library:

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

THIS IS A COMPLETE RELEASE. PLEASE READ PRIOR TO SIGNING

Signature _____________________________________ Date: _______________
(Of artist/exhibitor)

Signature _____________________________________ Date: _______________
(Parent/Guardian if participant is under 18 years of age.)