

Gallery Policy

Florence County Library System

Approved by the Board of Trustees March 7, 2022

Purpose

The purpose of the gallery policy is to allow accomplished local and regional artists and sponsoring art organizations to create exhibits that foster art education and cultural development in our community.

Exhibit Procedures

Applications and scheduling: Those wishing to exhibit their art in the Dr. N. Lee Morris Gallery must submit a completed gallery application and are subject to the guidelines of the *Exhibit Policy* (see *Exhibit Policy*), in addition to the guidelines of the *Gallery Policy*, including the following:

- Gallery exhibits are typically scheduled for four to six weeks duration.
- Promotional materials, signage, and activities related to a scheduled exhibit are subject to Library approval.
- The Library reserves the right to preempt any scheduled exhibit.
- The Library reserves the right to accept or reject a gallery application for any reason, including, but not limited to, those related to the evaluation criteria mentioned below.
- Applications will be evaluated according to the following selection criteria: audience appeal, artist's credentials, local or regional relevance, quality of work, along with other practical considerations that may be involved.

Content of exhibits: Art should be of an educational or cultural nature, and are subject to the following guidelines:

- Exhibits should be consistent with the mission and aims of the Florence County Library System and may not interfere with other library services, programs, or operations.
- Due to the accessibility to all ages, the Library discourages material that may be inappropriate for children or conflict with community standards of decency.
- Art should be appropriate in scale, material, form, and content for the library environment and gallery space. Any items that cannot be securely displayed, or are of high value or extreme delicacy, may not be accepted.

- Art or exhibition objects displayed are considered “on loan” to the Florence County Library System during the exhibit period.

Art placement and removal: Artists are responsible for installing and removing art themselves, subject to the following guidelines:

- Both installation and removal of art must be completed under the supervision of a library staff member, at a time pre-arranged with the Library.
- The individual or group installing the display shall be responsible for any damage they have caused the Library facility while installing or removing the exhibit.
- Artists may not remove or exchange works of art listed on the application once approved during the exhibit period, without permission from the Library.
- Should art not be removed at the agreed-upon time, the Library reserves the right to dismantle and remove exhibited works, and is not responsible for any damage caused by such removal.

Liability and Limitations:

- Insurance for items on display is the sole responsibility of the exhibitor, who must agree to hold the Library harmless in the event of any loss, theft, or damage to any art exhibited on Library premises.