

Cambridge Community Library Art / Exhibit & Bulletin Board Policy

Art / Exhibits

Purpose

It is the policy of the Cambridge Community Library to encourage exhibitions and displays of paintings, photographs, historical displays, and other artwork as space permits. This policy reflects the Library Board of Trustees' belief that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the area. The library provides an attractive place where people may enjoy and learn from these displays.

Guidelines

1. Priority is given to the School District of Cambridge, to other tax-supported agencies, and to non-profit community organizations.
2. Display items must be of a reasonable size in relation to the space available and the appearance and content must be suitable for display in the library.
3. Requests to schedule a display may be made through the library by filling out an Exhibit and Art Display Application and Agreement form. Applications are reviewed by the Library Director.
4. Exhibit/art display spaces will generally be booked quarterly, 2-3 months. All items will be on loan for the duration of the exhibit/art display.
5. Cambridge Community Library provides space for exhibits and art displays. However, it does not advocate or endorse the viewpoints of the exhibits or exhibitors.
6. Religious and political exhibits and displays are permissible for informational purposes. Art displays or exhibits which advocate for a single issue, specific candidates/parties, or referendum ballot initiatives will not be permitted.
7. No organization or individual shall be permitted to sell or advertise for sale any pieces of art in the library, nor to place in the library any receptacle for the purpose of soliciting donations. This restriction does not apply to the Friends of the Cambridge Community Library.
8. Exhibitors may display and make available contact information such as business cards and small signs with artist contact information.
9. Exhibits and art displays will contain material suitable for all ages in a public library setting. The Library Director shall have the final decision on the content and

arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the manner of display. The exhibitor may appeal to the Library Board by filing an appeal in writing within ten days of refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

Exhibitor's Responsibilities

1. It is the responsibility of the exhibitor to set up and remove the exhibits at the scheduled times.
2. Artwork must be framed. No direct attachment to the walls will be permitted.
3. The exhibitor will plan the layout of the exhibit and discuss any special display needs with the Director in advance.
4. Items may not be fastened in any way that would damage display cases or display areas. Only designated display areas may be used. No alterations to the walls or to the space will be allowed.

Publicity

1. The library may promote exhibits and art displays through our website, social media, newspapers, fliers, newsletters, and print materials distributed near the display.
2. Artists will provide the library with photos of their work and grant permission to have images used for exhibit promotional purposes as part of the Exhibit and Art Display Application and Agreement.
3. Additional information, such as a short biographical piece, a description of the exhibit, and information about the artist's creative process, inspiration, and medium may be requested for use in exhibit promotion.

Responsibility for Exhibit and Art Display Items

1. Cambridge Community Library assumes no responsibility for damage or theft of any item displayed or exhibited. All items placed in the library for exhibit are so placed at the owner's risk.
2. All exhibitors must sign an Exhibit and Art Display Application and Agreement, which includes release from liability, before any artifact may be placed in the library.

Reconsideration of Exhibits

1. Patrons may not exercise censorship to restrict the freedom of others. We invite those with concerns to first discuss them with the Library Director.

2. A formal process for handling exhibit challenges will be followed to ensure that challenges are handled in an attentive and consistent manner.
3. No items will be sequestered to control access during the review process.
4. Patrons requesting that an item be withdrawn from the exhibit/art display may complete a Reconsideration of Exhibit form.

Bulletin Boards

Purpose and Authority of Bulletin Boards

The primary function of the bulletin boards located in the entryway of the library, and any other space designated for the display of public notices, is to provide information to library users about events or services of a cultural, educational, or community nature.

Organizations may request notices to be posted subject to the guidelines set forth in this policy.

All requests for posting should be dropped off at the library's circulation desk. Postings 8.5"x11" in size are preferred.

The material will be forwarded to the appropriate staff member for review/approval and posting. Application of these guidelines will be reviewed by the appropriate library staff members. The Library Director shall make the final call if the acceptability of a posting is in doubt.

Questions regarding appropriateness will be referred to the Library Director. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interests of the library. Decisions of the Library Director may be appealed to the Library Board.

Immediate posting is not possible. Items are posted on a first come, first served basis.

Priorities and Guidelines

1. Notices and publications begin with the library staff.
2. Priority is given to tax-supported agencies, and to non-profit and community organizations with which the library carries out cooperative programs.
3. The following types of notices will not be displayed:
 - Solicitations of religious activities.
 - Announcements promoting political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
 - Posters, petitions, and the like that advocate a position on a public issue.

- Announcements or advertisements of fund-raising activities (individual or group) or of drives intended to stimulate membership or subscriptions. This does not include Friends of the Cambridge Community Library.
 - Announcements of advertisements by profit-making organizations.
 - Announcements which publicize ongoing programs or series of programs, except those of tax-supported institutions.
 - Undated items intended to be displayed permanently for ongoing services — *such items will only be displayed for a month at a time*
 - Legal notices.
 - Personal messages or views
 - Advertisements of merchandise or services for sale.
 - Rental announcements.
4. Posted items must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space (8.5" x 11" is preferred).
 5. The appearance and content of the notice must be suitable for display in a public service area.
 6. Generally, notices will not be posted for longer than three weeks, or after the event is over. The library is unable to make arrangements for any notices to be returned.

Library Displays

The primary functions of the library display spaces are to provide information about and foster effective use of the library's own materials, programs and services.

The Cambridge Community Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View" statements, which are available at the bottom of this document.

Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest

- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

The library will strive to include a wide spectrum of opinions and viewpoints in both dedicated displays, and in books displayed on the library's shelves. Displaying a topic does not constitute an endorsement by the Cambridge Community Library or the Village of Cambridge of the content of the display, or of the views expressed in materials on display.

Library displays exist in many formats, including but not limited to signs, flyers, artwork, and collections of library materials.

Library displays will not exclude topics, media, or other resources solely because they may be considered controversial. The library preserves the right of citizens to obtain information on all sides of potentially controversial issues so that each individual can decide for themselves the value of opposing ideas. In representing various sides of a question, the library provides citizens with reliable sources of information on which to base informed decisions in their daily lives.

Parents and legal guardians have the right and responsibility to restrict access to library resources for their children, but not for others in the community. The library Display Policy is not inhibited by the possibility that particular works may inadvertently be seen by or come into the possession of children or young adults.

The library has a responsibility to protect the rights of all patrons; displays which may be considered frank or offensive to some are permitted if they adhere to the library policy and contribute to the furtherance of its mission and vision.

Addenda

Library Bill of Rights: <http://www.ala.org/advocacy/intfreedom/librarybill>

ALA Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

ALA Freedom to View Statement:

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

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