



## Trumbull Library System Collections and Exhibitions Display Policy

The Trumbull Library System provides access to artistic, intellectual and cultural resources for the community. The following policy applies to collections and exhibitions within the Main Library: its public areas, the Hawley-Nichols Community Room, the Kiwanis Conference Room and the Merwin Room and also to the public spaces and the Community Room of the Fairchild-Nichols Memorial Branch Library.

Exhibits developed by the Trumbull Library for the community will be given first preference. Local artists, community organizations, and individuals are encouraged to offer their exhibits when of general interest to the Trumbull community as scheduling permits.

None of the items included in the collection or exhibition shall be posted as for sale while on display at the Library.

All exhibitors must make application to the Library Director. All collections and exhibitions are subject for approval by the Library Director and the Board of Trustees and will be accepted or rejected at the Board's sole discretion, which such discretion may be based upon considerations including, but not limited to the exhibit's artistic, cultural, and informational merit as an exhibit which is appropriate for display in a public building.

Each collections and exhibitions application must provide a digital or photographic compendium of all items to be exhibited. If approved the exhibit shall be displayed in its entirety for the agreed upon period.

The Library does not carry insurance for loaned exhibits or displays. Certain exhibits may require a Certificate of Insurance.

The Library does not provide dedicated security for exhibits and will not be responsible for unauthorized photography of the exhibit. The Library Staff will not be held responsible for the security or safekeeping of the exhibit.

All exhibitors must sign a Collections and Exhibitions Application Form and Release Form, each to include a listing of all items being exhibited. (Forms attached.) These documents free the Town of Trumbull and the Trumbull Library System from any liability in connection with the exhibit while on loan and signify the exhibitor's agreement to abide by the provisions of this policy. The Library is held harmless for loss, damage or destruction of exhibited items while on display. Hanging and dismantling of exhibits and displays as well as the restoration of exhibit

area to its original condition is the sole responsibility of the exhibitor and shall be done at a time and in a manner acceptable to the Board.

Acceptance of an exhibit does not constitute the endorsement by the Trumbull Library System, its Board of Trustees or the Town of Trumbull of the exhibitors or organizations policies or beliefs.

This policy and the implementation guidelines are subjected to continuous review and may be amended by the Board.

“In accordance with the General Statutes of Connecticut, Section 11-23, The Trumbull Library System Board of Trustees shall make and adopt bylaws, rules and regulations for the government of the library and reading room.”

*Approved by Library Board of Trustees, January 13, 2016*