



NEWBURYPORT PUBLIC LIBRARY EXHIBIT GUIDELINES

The Newburyport Public Library welcomes use of designated display areas for exhibiting informational displays by non-profit organizations or private collections. The Library provides space for exhibits that are of informational, educational, and cultural interest to the community.

PROTOCOL

- Exhibits must be scheduled via library staff.
- Exhibits shall be displayed on a space available basis, and Library sponsored exhibits will receive first priority.
- Some display areas in the library require submission and approval of a signed application. Applications for displays will specify at minimum: nature, duration, ownership, location, and release from liability.
- Library furniture, fixtures, and building spaces shall not be moved or modified in any way without librarian approval.

ACCEPTABLE CONTENT

- Commercial exhibits are not accepted and no exhibit may advertise materials for sale.
- The Library reserves the right to not display materials inappropriate to its mission.
- Books and audiovisual selections will be limited to Newburyport Public Library collection materials.
- All signage and handouts must be approved by the Library prior to display.

OWNER RESPONSIBILITY

- Displays may be exhibited for a maximum of one month or a mutually agreed upon term.
- No exhibit shall interfere with the operation of the Library or pose a physical hazard to library patrons or staff.

- The Library does not insure articles or materials exhibited, and is not responsible for theft or damage.
- Posting of literature or placement of materials in a display area does not imply endorsement by either the Library Staff or the Library Board of Directors.
- Exhibitors are solely responsible for funding all costs associated with handouts for the exhibit.
- It is the exhibitor's responsibility to set up and dismantle the exhibit on the agreed upon date.
- Display items may be discarded at the discretion of library staff if not retrieved within (30) days after agreed upon display period as acknowledged by NPL and materials owner.

For more information and to schedule an exhibit at the Library, please contact the Circulation Desk at 978-465-4428 x 236.

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