

## **Huron Public Library**

### **Bulletin Board, Posters, Fliers, Pamphlets, Publicity Materials, etc. Policy**

The Huron Public Library provides a bulletin board for public use. The bulletin board is displayed in the west door entry. We accept posters and fliers that relate to events reflecting community activities, services, or resources. Information advertising items for sale, or of a religious or political nature will not be allowed. All fliers will be approved by the Assistant Library Director or Library Director.

- Updated and approved by the Library Board on September 26, 2023.

### **Displays and Exhibits Policy**

As an educational and cultural institution, the Huron Public Library welcomes exhibits and displays of interest, information, and enrichment to the community. Displays of artwork, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

The Library Director shall review and approve in advance of the display any material offered for display based on its suitability and availability. Application to exhibit should be mailed to the Library Director. Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors/Artists are responsible for the installation and removal of their displays. The Library does not provide porter service, storage space, or special furnishings.

The Library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. If security is a concern, it is recommended that the artist provide a "gallery sitter".

The Library does not carry insurance on artwork/items loaned to the Library for exhibit. The exhibitors must sign a release, and an insurance waiver before any artwork can be displayed in the Library.

Exhibits and displays may include information about the exhibit/exhibitor.

There will be a donation to the Library of 10% of the price of any works sold during the exhibit.

The following will be posted as part of all non-library exhibits or displays: "Exhibits are offered as a community service and do not carry the endorsement of the Huron Public

Library.” Signs will state that the articles on display should not be photographed or touched.

The exhibit rooms/areas are multi-functional. Exhibits cannot in any way disrupt the normal routine of the library. Meetings, programs, or other events may be held in the space concurrent with the exhibition.

**Huron Public Library**  
**Displays & Exhibits Forms**

**Insurance Waiver and Release**

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. I (WE) HAVE READ the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold harmless and release said Library from responsibility for loss, damage, or destruction while they are on the Library property.

Exhibition to be held in the Room/Area \_\_\_\_\_

During \_\_\_\_\_

Description of materials loaned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

## Application for Exhibition

Exhibitor (s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Dates of Exhibit \_\_\_\_\_

Specific Times of Use of Room/Area:

Set Up: \_\_\_\_\_

Opening: \_\_\_\_\_

Removal: \_\_\_\_\_

Description of exhibit. Please attach list of items to be displayed.

\_\_\_\_\_  
\_\_\_\_\_

I (We) have read and understand the policy information and understand: 1) the Huron Public Library does not insure the exhibit items; 2) that the Huron Public Library recommends that I purchase insurance to cover the exhibit items; and 3) that in the event of loss or damage I, the undersigned, am solely responsible.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

~~~~~  
For library use:

Date \_\_\_\_\_ Approved and confirmed with applicant (s) \_\_\_\_\_

Please mail this completed form to:      Library Director  
Huron Public Library  
521 Dakota Ave S  
Huron, SD 57350