

**Davenport Public Library
Exhibits Policy**

In keeping with the Library's mission to "connect a diverse community to resources that inform, enrich, educate, and entertain," the Library does allow exhibits, which follow the intellectual freedom policies of the Library.

Exhibits must be scheduled through the Marketing and Programming Department, the Library Director, or the Library Director's designee. All applications must be completed and received at least 30 days prior to the requested date of exhibition. Exhibits may be shown subject to the time, place, and manner determined by the Library. Library-sponsored exhibits shall receive first priority. Exhibits shall be shown on a space available basis. Commercial exhibits are not accepted and no exhibit may advertise materials for sale. Price information may not be displayed or be provided by staff. Library fundraising is exempt. Displays may be exhibited for no longer than four weeks. The Library will not be responsible for items left after 45 days. An exhibit shall not interfere with the operation of the Library or pose a physical hazard to Library patrons or staff.

Exhibitor Name: _____

Contact person, if group: _____

Address: _____

Telephone: _____

May we give this information to the public, if asked: YES or NO (Circle one)

Exhibit Title: _____

Medium: _____

Space Requirements: _____

Number of pieces: _____

Other information:

Date you would like the exhibit to run _____ to _____

Do you have information for publicity or ready-made publicity? YES or NO

If Yes, please attach.

WAIVER OF LIABILITY:

I hereby agree to not hold the Davenport Public Library liable for any damages, including but not limited to injuries to or theft of the exhibit, while said artist/exhibitor is displaying his/her work at the Library and will indemnify and hold the Library harmless for any and all claims made by others, including but not limited to claims made for intellectual or proprietary rights.

Signature of Artist/Exhibitor: _____ Date: _____

Signature of Librarian: _____ Date: _____

Approved by Library Board 3/15/2005

Revised by Library Board 1/18/11

Revised by Library Board 10/21/14