
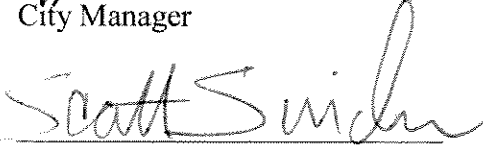


**City of Lubbock, TX
Library**

Administrative Policies and Procedures

Subject: Library Exhibits and Displays **Effective Date:** 01/01/04

Approved by: 
City Manager **Revised Date:** 05/30/08


Assistant City Manager


Executive Director


Library Director

Applies to: Library Patrons/Staff

Policy: The Lubbock Public Library offers free exhibit space at selected locations in the library system.

Roles and Responsibilities: *Library Director/Supervisory Staff*

- Ensures exhibit policies and procedures are followed.

Exhibitors

- Assume responsibility for any damage to library property caused by the installation, display, or dismantling of an exhibit.

Procedures: **Exhibit Areas**

Mahon Library

- Wood paneled south walls with picture hangers.
- Five large, glass locking exhibit cases under the mezzanine.

- Bulletin boards in children's department with windows being used for additional space.

Groves Branch Library

- One large, glass locking exhibit case.

Patterson Branch Library

- End panels with felt backing for hanging art.

Freestanding exhibits may be placed in areas of library buildings that are adequate for public viewing.

Guidelines

- Displays are scheduled by a designated staff member at each library location.
- Exhibits are normally limited to a one-month period with dates for installation and removal established in advance.
- Works for sale may be purchased in accordance with individual arrangements with the artists. Library staff does not participate in any of the purchase arrangements. Exhibitors are encouraged to post a statement about their work but price tags may not be affixed to the works exhibited or displayed. Exhibitor contact information may be placed on the display.
- Transporting, unloading, hanging, and arrangement of exhibits is the responsibility of the exhibitor under the supervision of the library staff. If the exhibitor needs assistance in this effort, it is his/her responsibility to bring someone to assist.
- The library does not have space for storage of the property of exhibitors in the library building; therefore, artists are asked to deliver and pick up artwork according to the dates established in advance.
- Children's art is exhibited using only first names on the front of the piece. Grade level may also be mentioned.
- Exhibits should exemplify the following:
 - Contribute positively to the library's environment.
 - Highlight, whenever possible, the library's collection.

- Promote resources and services of the library.
- Enrich the life of the Lubbock community.
- Strengthen partnerships between the library and the community.
- Exhibits/displays of a controversial or discriminatory nature will be refused. If elements of a display are judged inappropriate by the Library Director, the sponsoring individual or organization will be required to remove those elements from the premises immediately.

Security

- Items on display in the library are given the same security as the library collection and equipment. Irreplaceable or items of great value should not be included in displays.

Checks and Balances:

Library supervisory staff provides training and oversight in the implementation of the library exhibit policy.