



Hollis Social Library · 2 Monument Square · Hollis, NH 03049
Phone: (603) 465-7721 · Fax: (603) 465-3507 · hollislibrary.org

Hollis Social Library: Exhibit and Display Policy

I. General Statement

Display space within the Hollis Social Library is reserved for the purposes of highlighting Library collections, services, events and supporting the Library's mission. As scheduling permits, the Library makes available space for groups, organizations, or individuals to exhibit artwork in the Library Meeting Room. The purpose of this exhibit and display policy is to provide guidance to the Library staff in the selection of exhibits and display materials; to inform the public about the principles upon which exhibits and displays are arranged; and to encourage equitable utilization of exhibit areas within the Library by artists in the Hollis area.

II. Definitions

1. For the purpose of this policy:
 - a. Display: Library materials on display throughout the Library
 - b. Exhibit: Artwork exhibited in the Library Meeting Room

III. Guidelines

1. Display space within the Library is reserved solely for the use of the Library. Only Library staff are permitted to select, place, or add items to Library displays. Unauthorized additions or alterations to displays by the public are not permitted and will be removed.
2. Selection and preparation of displays is the responsibility of designated Library staff.
3. No Library materials will be excluded from displays solely because of the race, nationality, religion, political or social views, gender, gender identity, or sexual orientation of the author. The display of Library materials cannot be restricted because of the possibility that someone may find a title or topic objectionable. The Library must maintain a neutral viewpoint to serve the needs of the entire community.
4. The responsibility for children's choices in Library material, and use of Library services, rests solely with the children's parents and legal guardians. Library display selections will not be determined by the possibility that controversial materials may come into the possession of children.
5. The Hollis Social Library subscribes in full to the Library Bill of Rights, to the American Library Association Freedom to Read Statement, and to the American Library Association Freedom to View Statement.

6. The Library Meeting Room exhibit space is provided on an equitable basis. Content of proposed exhibits must be of an educational, cultural, or civic nature. All exhibits will be considered in terms of the Library's mission. The following criteria will be considered when selecting and approving exhibit proposals:
 - a. Suitability of subject matter for the full range of Library visitors and age groups.
 - b. Quality of the presentation.
 - c. Local, regional or historical interest.
 - d. Artistic expression.
 - e. Significance of the contributor to the community.
 - f. Space requirements.
 - g. Ease of installation.
 - h. Timeliness; appropriateness to special events, holidays or community activity.
 - i. Preference will be given to exhibits and displays created by town staff, Hollis residents and local educational, cultural or civic organizations.
 - j. Preference will be given to exhibitors including public programming, workshop, or similar public offering for Hollis community in their exhibit proposal.
 - k. The Library may prioritize exhibits that align with seasonal themes, Library initiatives, or town-wide events and observances.
7. Exhibits are not accepted for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited. Educational exhibits on the subjects of religion and politics are allowed.
8. Selection and scheduling of exhibits is the responsibility of the Library Director and other designated Library staff. Designated Library staff shall have the authority to consider requests and to grant permission to set up exhibits upon the final approval of the Library Director.
9. The Library reserves the right to determine:
 - a. The final schedule of exhibits, including the length and location of exhibits.
 - b. To refuse any exhibit proposal.
 - c. To refuse or remove any material judged unsuitable or to rescind an exhibit for violation of points in this policy.
10. In presenting displays and exhibits, the Library:
 - a. Does not imply endorsement of the beliefs or viewpoints of their subject matter.
 - b. Endeavors to present a broad spectrum of opinions and a variety of viewpoints.
11. Failure to respect all of the mutually agreed upon policies will negatively impact future consideration for exhibiting at the Hollis Social Library.

IV. Exhibit Application Procedure

1. Applicants must meet with the Library Director or designated staff to have their artwork exhibited in the Library Meeting Room. Requests may be made up to one year in advance and no less than two months in advance.

2. To be consider for exhibition at the Library all applicants must:
 - a. Be familiar with the Library's Exhibit and Display Policy.
 - b. Provide examples of material to be exhibited or submit photographs, digital images, or color copies of the work for review.
 - c. Provide a biography and an artist's statement.

V. Financial Responsibility

1. Exhibitors must fill out and sign an Art Exhibit Contract.
2. Exhibitors must also assume the risk of damage to the exhibit and agree to hold the Library harmless from loss by damage or theft to works on display, or removed by the Library staff if not removed as scheduled by the exhibitor. The Library does not insure exhibits.
3. Exhibitors agree to be responsible for, and to pay for any and all, damages to Library property including exhibit spaces, walls, floors, grounds, furniture, and fixtures resulting from the installation or removal of an exhibit.

VI. Exhibit Space

1. The Library Meeting Room is the sole exhibit space in the Library.
2. Access to the Library Meeting Room to view an exhibit may be limited when a scheduled public, or Library event, occurs. The Library's calendar of events may be consulted for day-to-day room availability. No scheduled meetings shall be interrupted to set-up, remove, or view any exhibit.
3. Nothing may be attached to walls. Do not use tape, labels, thumbtacks, or adhesives for signage on any of the walls in the Library Meeting Room. Consult with the Library staff to plan signage and labels.

VII. Upon Exhibit Approval & Scheduling

1. The Library's primary function is not as a gallery or museum. Coordination of exhibits must occur in and around regular Library activities. Exhibitors must adhere to and respect the appointed times for set-up, removal, and other scheduled exhibit events.
2. Set-Up/Removal - Exhibitors are responsible for:
 - a. Complete set-up and removal of exhibits on the agreed upon dates by the Library and the exhibitor.
 - b. All activities necessary, within Library guidelines, for set-up and removal of exhibits, including but not limited to: shipping, packaging, signage, framing, etc.
 - c. Set-up and removal must be performed with as little interference as possible to the daily operations of the Library.
 - d. Respecting the Library staff, the other primary functions of the Library, and all agreed upon scheduling.
3. Group exhibits
 - a. The coordinator of an approved group exhibit must coordinate all aspects of artists' drop-off, pick-up, set-up, removal, labels, bios, etc.

4. The Library will not provide storage for the property of organizations or individuals exhibiting in the Library.
5. At no time will the placement or content of an exhibit interfere with regular Library service. Exhibits must conform to the space restrictions of the exhibit area.
6. No prices may be posted on items in an exhibit but a price list may be left with Library staff at the Circulation Desk.
 - a. Transactions for the purchase of exhibit items shall be made directly between the purchaser and the exhibitor.
 - b. No exhibit material which is sold during its exhibition period in the Library may be removed before the end of said exhibition period.
 - c. The Library will not act as a broker or intermediary for any sales, and does not collect commission or payment for displayed works.

VIII. Exhibit Signage & Text

1. Each exhibit must contain an informative explanation to assist the general public in discerning the subject or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in sign form, or be contained within the exhibit itself.
2. Labels, and all supporting text, should be ready to hang at the time of the set-up. It is the responsibility of the exhibitor to provide suitable labels.

IX. Publicity, Artist Reception, & Exhibit

1. The Library staff shall undertake publicity and PR of approved exhibits on behalf of the exhibitor.
2. Exhibitor must provide personal information, exhibit description, and high-resolution images for use by Library staff in a timely way as indicated by the designated Library staff. If materials are not supplied in a timely way the Library is not responsible for lack of publicity.
3. Exhibitors are encouraged to coordinate an artist reception and/or a public program in cooperation with the Library staff. Reception/program details:
 - a. Receptions are at the exhibitor's own expense.
 - b. Exhibitor may provide finger food and refreshments.
 - c. Set-up and clean-up are the responsibility of the exhibitor.
 - d. Alcohol is not allowed on Library property.
 - e. Events and public programs must align with Library policies and not disrupt regular Library services.
4. Exhibitors and their guests are expected to follow the Library's Use & Behavior Policy as well as all other Library policies during exhibit-related events. Disruptive behavior or non-compliance may result in immediate termination of the event and impact future exhibit consideration.
5. Photography of exhibits is permitted unless otherwise requested by the artist.

X. Request for Reconsideration of Library Display/Exhibit

1. The Hollis Social Library recognizes that some materials/items are controversial and that any given item may offend some patrons. Selection of materials/items for displays/exhibits will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
2. Patrons requesting reconsideration and removal of materials/items from a display/exhibit may submit a Request for Reconsideration form to the Library Director. The form is available on the Library website or as a hardcopy at the Circulation Desk.
3. The procedure for responding to the written request shall be as follows:
 - a. The form shall be sent to the Director who will initial and date it. The Director will call the patron to acknowledge receipt of the form.
 - b. The Director will appoint a Review Committee consisting of the Director, the selector, and other Library staff as the Director deems advisable but the Review Committee shall consist of a total of three (3) persons. Each committee member will be provided with a copy of the request and will review the material/item in question in relation to the Library's mission and policies.
 - c. The Review Committee shall convene to discuss their individual assessments no more than 15 days after the Request for Reconsideration is received. At no time will Review Committee assessments be provided to the challenger. The material/item in question will not be removed from the display/exhibit during the reconsideration process.
 - d. If the Committee majority disagrees with the challenger, the Director will then issue a written decision to the challenger and note that the material/item will remain in the display/exhibit. The challenger will also be informed of their right to appeal the decision to the Library Board of Trustees.
 - e. If the Committee majority agrees with the challenger, or the challenger appeals the initial decision to the Board of Trustees, the Director will notify the Trustee Chairperson and immediately provide each trustee with copies of the Request for Reconsideration and staff assessment.
 - f. The Board of Trustees will address the Request for Reconsideration at their next regularly scheduled Board of Trustees meeting. The material/item in question will not be removed from the display/exhibit during the reconsideration process. The Board of Trustees shall handle each request keeping in mind the Library policies, Library Bill of Rights, and the Library-initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights by the American Library Association.
 - g. The Board's discussion and vote shall be held at a public Board meeting. A written assessment and decision of the item/material shall be executed by the Board, one copy sent to the challenger and one to be kept on file at the Library.
 - h. Decisions of the Library Board of Trustees are final and are made within 60 days of receipt of the request.

XI. Policy Review

1. This policy shall be reviewed every two years by the Library Director and the Board of Trustees to ensure accuracy and relevance. It may also be reviewed at any time should the need arise.

Approved: September 12, 2022

Reviewed/Revised: September 12, 2022; May 12, 2025

Reviewed by Legal Counsel: August 2022

Hollis Social Library Art Exhibit Contract

This agreement made on _____ is between:

Hollis Social Library
2 Monument Square
P.O. Box 659
Hollis, NH 03049
603-465-7721
Director@hollisLibrary.org

And

Exhibitor Name: _____
Address: _____
Phone Number: _____
Email: _____

By signing below I (exhibitor's name) _____ agree to the following:

- I have read and understood the Library's Exhibit and Display Policy and agree to abide by everything outlined in the policy.
- I agree to assume the risk of damage to the exhibit and agree to hold the Library harmless from loss by damage or theft to works on display.
- I understand that there is no fee associated with the use of the room or the reception.
- I agree to provide any refreshments for the exhibit reception and understand that alcohol is never permitted on Library property.
- I agree to provide an artist's statement, brief personal biography, and images to be used by the Hollis Social Library for publicity.
- I understand that the Library will provide publicity for the exhibit through their current advertising channels.
- I understand that set-up and breakdown of the exhibit is my responsibility.
- I agree that all works of art must be hung using the hanging system provided in the room. Nothing is to be attached directly to the walls using nails, push pins, tape, sticky gum, etc.

Set Up Date: _____ Reception Date: _____
Show Dates: _____ Breakdown Date: _____

Exhibitor: _____ Date: _____

Library Director: _____ Date: _____