



PRESCOTT PUBLIC LIBRARY
215 E GOODWIN ST
PRESCOTT AZ 86303

Exhibits and Displays at Prescott Public Library

General Terms and Conditions of Use:

- Library and exhibit display space is available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Permission may be denied to, or revoked for, any exhibit whose purpose is personal or commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library or is not in compliance with this Library Exhibit Policy.

There are two areas available for exhibits and displays:

Community Information Area on the lower level

The bulletin boards, pamphlet racks and flyer racks are for the use of the community in disseminating information. This area is located on the lower level, just outside the Founders Suite.

All items must be approved for posting by adult services staff. Materials must be submitted to the Ask a Librarian Desk on the main level. Approved items will be stamped and dated. Posting and removal of items are at the discretion of Prescott Public Library. Unapproved items will be removed without notice.

Acceptable items for posting include but are not limited to:

- Free community events open to the public
- Benefit events for nonprofit organizations
- Announcements/event/classes for Yavapai College, Embry-Riddle Aeronautical University & Prescott College
- Prescott Public Library events
- City of Prescott and Yavapai County announcements/events
- Political forums that are informational in nature and present a variety of viewpoints rather than information about one candidate or one side of a political issue.

Items not acceptable for posting include but are not limited to:

- For rent, for sale announcements
- Job postings (except Prescott Public Library)
- Commercial enterprises
- Personal announcements

- Political candidate poster
- Political information urging vote/action on a particular issue

Because bulletin board space is limited, when multiple postings are received from an organization or person, only one may be posted. 8 1/2 X 11" items are preferred.

The Betty Ritter Viewerie on the main level

- This space is for presentation of museum quality historic, cultural, academic or artistic displays.
- This space is shared by up to three exhibitors each month. Each section is approximately 14 feet long, 40 inches deep and 9 feet high; no more than 2 sections may be reserved for one exhibitor. Sections are assigned first-come, first-served solely at the discretion of the library.
- A completed and signed "Exhibit Request Form and Agreement" is required for consideration of a request to exhibit in the Viewerie. The "Exhibit Request Form and Agreement" must be completely filled out.
- Reservations may be made up to one year in advance for the Viewerie. Individual exhibitors or groups are limited to a single one-month exhibit in the Viewerie per year unless contacted by the library to fill in for a cancellation.

Liability

- Permission to exhibit materials does not imply library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the library's requirements as stated in this policy document. The exhibitor accepts full responsibility for their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
- Permission to use exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the City of Prescott from any claims, lawsuits, or judgments arising from loss, damage to property, injury to persons from or during their exhibit, and/or their exhibit material(s) or any part thereof.
- Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors, grounds, equipment and furniture resulting from the installation or removal of an exhibit and that any damage or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.

Appearance

- Exhibit photos, artworks etc., must be framed, mounted or packaged and displayed in a safe and attractive manner and in accordance with the purpose of the Viewerie which is

to display museum-quality exhibits of interest to the community. If portions of the display come unmounted, library staff will notify the Installation Contact to remedy the issue.

- Labels, posters and/or signs, used to identify items or the exhibit, must be clear and legible, preferably accomplished by **neat lettering**. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on labels, posters or signage for members of the general public who may wish more information about the exhibit. Exhibitors are also encouraged to provide an informative explanation to assist the general public in discerning the subject material or purpose of the exhibit.
- Exhibits must be confined to the space restrictions of the exhibit area provided. One flier holder per exhibitor for the outside of the Viewerie glass is available upon request.

Publicity

- The library may include the Viewerie exhibit title and description information from the "Exhibit Request Form and Agreement" in a brief library information bulletin or other form of publicity as a means of notifying the public of the exhibit. Further publicity, such as flyers and news releases, are the responsibility of the exhibitor.
- Video taping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Lead Librarian for Adult Services.

Installation/Removal

- Installation of exhibits must take place during normal library operating hours. Arrangement must be made in advance, for very large or bulky items to be brought into the library through the shipping and receiving area on the lower level during normal hours. No exhibit item or packaging may be stored in any area of the library pre, post or during an exhibit. No exhibit, items or material used in installation may be shipped directly to the library.
- All measures necessary to insure installation and removal of Viewerie exhibits are the physical and financial responsibility of the exhibitor, including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
- Installation and removal of exhibits and displays must be accomplished as arranged with the Adult Services Lead Librarian or designated staff and in such a manner that causes the least possible disruption or material interference with library business. In preparing for installation, items must be placed in such a way so as to not interfere with normal traffic flow in the library. Assembly and disassembly of all display accessories is the responsibility of the exhibitor.
- The Viewerie back wall and ceiling are carpet over 3/4" plywood. Use of tacks, pushpins, staples, small nails and picture hangers is permitted. Items may not be taped onto the carpeted surfaces.

- The library has a limited number of display props available to exhibitors on a first-come, first-served basis. Exhibitors assume responsibility for these props, including damage, breakage or injury when handling them.
- Persons named on the contract form will be the only persons allowed obtain keys to remove items from the display.

Updated May 2018

Exhibit request form and agreement (Please print legibly)

Today's Date: _____ Month and Year of Requested Exhibit: _____

Viewerie location (Please Select section: A _____ B _____ C _____)

You may select a maximum of two adjacent sections but agreement is dependent on space available.

Exhibit Name: _____

Exhibit Coordinator Name: _____

Organization Name: _____

Address: _____

Contact Phone - Home: _____ Work: _____

Contact email: _____

Installation Contact Name (if different than Coordinator name): _____

Installation Contact information: _____

Printed Names and phone numbers of two other people authorized by exhibitor to access Viewerie:

1) _____

2) _____

Description of exhibit (50 words or less description for publicity purposes):

Example: "A stunning display of the history of men's and women's softball in Arizona told through uniforms, pictures, equipment and memorabilia. The Arizona Softball Hall of Fame had been located in Prescott since 2005."

Detailed description of items to be used in display: (Feel free to attach a preliminary description of the display and/or sketch of the proposed display):

Installation will be on or after the first day of the month that the library is open.
Removal will be on or before the last day of the month that the library is open.

I have read and understood the **Exhibits and Displays at Prescott Public Library Policy** and by signing this agreement I agree to comply with all requirements.

Signature of Requestor _____ Date _____

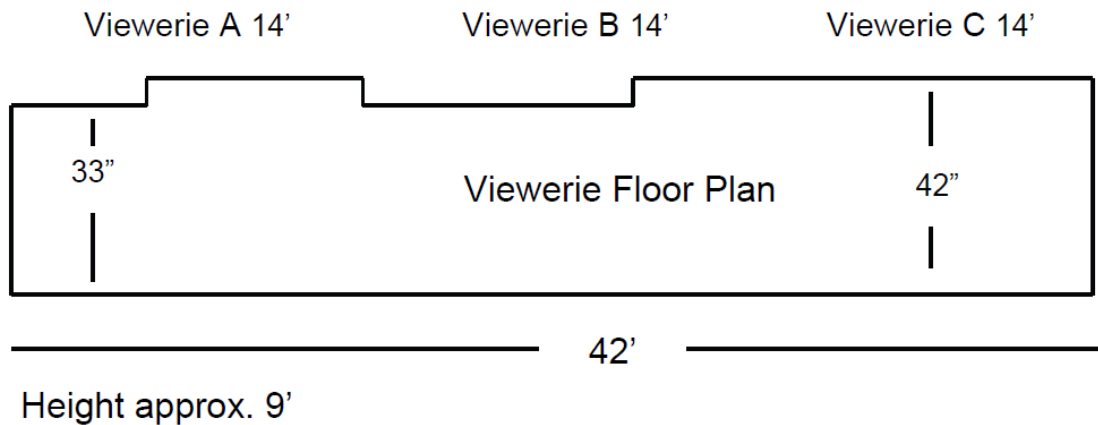
Prescott Public Library
215 E Goodwin St
Prescott AZ 86303

Phone: 928.777.1500
Fax: 928.771.5829

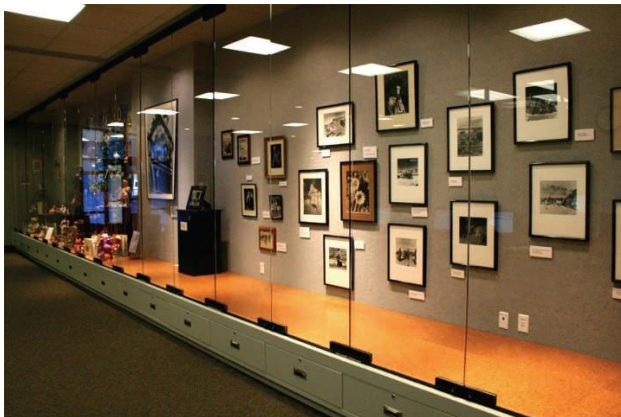
Email: ask.librarian@prescott-az.gov
Website: <http://www.prescottlibrary.info>

Revised: May 23, 2018

Betty Ritter Viewerie Layout



We encourage you to stop by the library to see the Viewerie and get a sense of how you might use the space. Think big. Bring more things than you think you can use. Pictures work better than lots of text, though you will want to identify your group and your contact information. Real objects attract attention: a bicycle, fire hydrant, dressmaker's dummy ... use your imagination.



Examples of exhibits showing off photographs and a lively exhibit by the Prescott Doll Club. The holiday tree is about four feet tall.