



Exhibits and Displays Policy

The Jeffersonville Township Public Library provides exhibit and display spaces as a community service to encourage free expression, support access to ideas, showcase artistic and educational materials, and enhance the visual environment of the library.

Because library visitors include individuals of all ages and backgrounds, exhibitors are expected to consider the appropriateness of materials for a public library setting.

The library does not knowingly discriminate on the basis of age, race, beliefs, or affiliations in considering exhibit applications.

Exhibits are offered as a community service and do not carry the endorsement of the Jeffersonville Township Public Library (JTPL). The Library Director and/or the Board of Trustees will make the decision concerning the appropriateness of the exhibit.

Exhibits and Display Spaces Available

Jeffersonville

- First floor north display case
- Two display cases outside the Family and Local History Room
- Second floor art gallery

Clarksville

- Art gallery outside of Meeting Rooms A and B
- Art gallery in corridor on the Eastern Boulevard side of building

General Guidelines

The following guidelines govern all exhibits and displays at the Jeffersonville Township Public Library, including art gallery exhibitions.

Exhibits that contain nudity, sexually explicit imagery, graphic depictions of violence, or depictions of drug, alcohol, or tobacco use, including but not limited to e-cigarettes, will be refused. If elements of a display are judged inappropriate by the Board of Trustees or the Library Director, the sponsoring individual or organization will be required to remove those elements immediately.

- Exhibits should contribute positively to the library environment and enrich the Jeffersonville Township community.
- Requests for exhibit space will generally be considered in the order in which they are received, with possible exceptions being made for timeliness or library programming needs.
- The library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which any one individual, artist, or organization may exhibit materials.

- Exhibits will be limited to a maximum of 90 days unless otherwise approved by the library. The dates of any display or exhibit will be agreed, arranged, and established in advance with the exhibitor.
- All displays and exhibits must clearly identify the sponsoring individual or organization.
- No fees may be charged for admission to exhibits or displays, and exhibitors may not solicit donations within display areas. The library will not conduct sales transactions, collect payments, or otherwise participate in the sale of exhibited materials.
- Exhibitors may provide business cards, contact information, or price lists for displayed items.
- Any items sold during an exhibit period must remain on display until the scheduled end of the exhibit unless otherwise approved by the library.

Installation and Removal of Exhibits:

- Transporting, unloading, hanging and/or setting up exhibits, as well as the later dismantling of same, are the responsibility of the exhibitor.
- If the exhibitor requires assistance in this effort, it is their responsibility to bring someone to assist them.
- The library may provide ladders and approved hanging hardware for designated gallery systems.
- Unless otherwise approved, artwork may only be displayed in designated public gallery areas.
- Once installed, exhibits may not be altered without library approval.
- Tape and museum putty may be affixed to the walls, moldings, furnishings or display cases. The use of nails, tacks, or staples is not permitted.
- Exhibitors must install and remove exhibits according to the dates approved by the library.
- The library does not provide storage space for exhibit materials, packing supplies, or related property except by prior written agreement.
- The library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.

Exhibit Inventory, Liability, and Insurance

- Exhibitors must provide an inventory of items at the time of installation and verify the inventory upon approval.
- The library does not provide insurance coverage for exhibited materials and assumes no responsibility for loss, theft, or damage to items on display.
- Prior to installation, exhibitors must sign an Exhibit Agreement and Release form releasing the library from liability related to exhibited materials.

Adopted by the Jeffersonville
 Township Public Library Board of
 Trustees April 24, 2018. Revised
 September 18, 2018; June 16, 2026.

**JEFFERSONVILLE TOWNSHIP PUBLIC LIBRARY
EXHIBIT/DISPLAY AGREEMENT AND RELEASE FORM**

Please make an appointment with the Main Library Public Services Librarian or Clarksville Branch Manager to review the policy and have the art exhibit portfolio reviewed prior to approval.

LOCATION OF EXHIBIT: _____
NAME: _____ CONTACT _____
PERSON, IF A GROUP: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____

EXHIBIT INFORMATION: TITLE/SUBJECT:

MEDIUM: _____ SPACE _____

REQUIREMENTS: _____

_____ NUMBER OF

PIECES: _____

PREFERRED DATES: _____ to _____

I have received, read, and accept the Jeffersonville Township Public Library Exhibits and Display Policy and agree to abide by its policies and procedures. I understand that in offering my works of art or other objects to be displayed in the Jeffersonville Township Public Library (JTPL), I release the JTPL, its Board and employees from any liability during the display period or during installation or removal of the exhibit.

I agree to comply with all conditions outlined in the Jeffersonville Township Public Library Policy On Exhibit And Display Spaces.

SIGNATURE _____ DATE _____

Library Use Only

DATES OF EXHIBIT/DISPLAY: _____ through _____

LOCATION _____

APPROVED BY:

Main Library Public Services Librarian _____

Youth Services Manager (for North Display Case) _____

Genealogy and Local History Librarian (Indiana Room Display Cases) _____

Clarksville Branch Manager _____