Chalmer Davee Library
Guidelines for Exhibitors

Exhibit Policy and Purpose
The Chalmer Davee Library abides by the American Library Association’s affirmation that all libraries are forums of information and ideas. Libraries should make exhibit spaces available to the public they serve and should make such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use. [-- Adopted January 23. 1980 by the ALA Council]

The library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed, nor does it accept responsibility for points of view which are represented in any exhibit.

Scheduling and Set-up Guidelines
Any individual, group or organization may use library exhibit space. However, university-affiliated groups have precedence over any non-university group or individual displays. All exhibits and art installations must be scheduled and approved in advance.

The Chalmer Davee Library reserves the right to accept or refuse a display or group event.

One exhibitor should be designated as the contact person for the display and that person will be responsible for the show.

Exhibitors must set up and remove their own displays on the dates reserved.

Exhibits must be set up during regular library hours.

Important: Items hung in the gallery must be properly framed for use with metal rail hangers (provided by the Library) or suspended from wooden dowels (such as a textile). Photographs or other artwork on mat board are not considered a properly framed item. Items that are not framed must be easel-ready (on foam core or other hard backing) and/or displayed atop a pedestal (such as an artifact) in order to be exhibited in the gallery. Unframed items, with the exception of small labels, are not to be hung on gallery walls with any type of adhesive or hardware. Items that cannot be displayed in the aforementioned manner are more appropriate for recessed wall and table cases and are not allowed in the gallery.

Approved adhesives may be used on select surfaces throughout the library. Those items will be provided by the library. Contact exhibits@uwrf.edu for more information. Nails and tacks may not be applied to any surface of the library (except in recessed wall cases lined with corkboard).

The Chalmer Davee Library will make every effort to provide security against damage, breakage or theft of entries during the exhibition. However, neither the Library nor the University of Wisconsin – River Falls can be held liable for any loss. Exhibitors assume responsibility for content, loss, or damage.

The library is not responsible for damage to any item due to construction or placement.

Solicitation
Exhibits and art installations may be set up within designated exhibit space in the library as well as pre-approved undesignated areas, including the library atrium. However, groups are prohibited from using space and/or setting up tables for purposes of solicitation. This policy applies to material for sale, materials to be given away and to verbal conversations aimed at persuading patrons to a particular point of view.

Insurance
Insurance protection is offered in certain circumstances. [Contact exhibits@uwrf.edu for more information] Insurance forms need to be completed at the time the exhibit is set up. Corrected forms may be filed later
if the pieces in the actual exhibit are changed. A copy of the insurance forms is filed with the Office of Risk Management.

**Receptions**  
Artist receptions may be held during **regular library hours**. Contact [exhibits@uwrf.edu](mailto:exhibits@uwrf.edu) for more information about receptions.

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