

Exhibits Policy

Category: Programs and Events

Effective: May 17, 2025

Last Review Date: May 1, 2024

Next Review Date: May 31, 2027

Purpose:

The regulations outlined in this document govern exhibits and exhibiting at the Library.

Definitions:

Term	Definition
Exhibit	The presentation of multiple paintings, photographs, sculptures, and/or other objects. It may include a broad range of contemporary print and non-print media, technology, and/or education presentations with textual information
Exhibit Space	The area of each Library location where items may be displayed to the public.
Exhibitor	The person or organization preparing the exhibit and all officers, directors, employees, agents, representatives, other personnel, or sub-contractors
Support Organizations	Local groups such as the Fort Worth Public Library Foundation that the Library works with to support the working of the Library.

Guidelines:

The Fort Worth Public Library offers opportunities to the public to develop exhibits that meet the Library's mission to improve cultural awareness and local historical appreciation as well as promote the pursuit of lifelong learning and reading.

A. General Policies

- Exhibits are to be respectful of the Library's multi-purpose community and public service use.
- Over the course of the year, exhibits present a broad spectrum of culture as well as a variety of viewpoints.
- Neither the Library nor the City of Fort Worth endorses the beliefs or viewpoints within the subject of an exhibit, whether Library-initiated or sponsored by an outside individual or community group.
- The Library evaluates proposals based on the following criteria:
 - Is the exhibit appropriate for the Library?
 - Does the exhibit support the mission and goals of the Library and the City of Fort Worth?

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- Is the exhibit of interest to a substantial portion of the community?
 - Does the exhibit contribute to representing a diverse range of viewpoints and interests?
- The exhibit space is not intended for advertising or commercial purposes. Exhibit items cannot have prices affixed. Exhibitors may provide a printed catalog listing the exhibited materials with contact information, but no specific prices. The sale of exhibit items at the Library is prohibited.
- The Library assumes no responsibility or liability for the safekeeping of any exhibit.

B. Proposal & Exhibit Process

- Exhibits may be scheduled up to two years in advance.
- Exhibitors wanting to use exhibit space at the Library must complete the Fort Public Worth Library Exhibit Proposal. The Library asks that proposals be submitted at least six months prior to the proposed installation date.
- The Library's Public Services Leadership team in conjunction with management at each Library location reviews Exhibit Proposals and works together to determine if the proposal will be accepted. Exhibitors receive notice of a decision via telephone, email, or letter.
- The Library reserves the right to pre-empt any exhibit or display space for a Library or City-sponsored exhibit or event. In such instances, the Library will make a reasonable effort to give advance notice of such pre-emption and assist in reserving another date. Priority is given to the Library's annual heritage events and exhibits sponsored by support organizations.
- Exhibits generally last eight to twelve weeks. Unless approved in advance by the Library, no portion of the exhibit may leave before the agreed-upon conclusion dates.

C. Shipping and Delivery of Exhibit Items

- Shipping, delivery and pick up of all exhibit materials are the sole responsibility of the exhibitor. The Library does not pay for any of these services.
- The Library cannot store items before the exhibit opens or after it closes. Unless approved in advance by the Library, delivery and installation take place on a single business day during normal operating hours. The Fort Worth Public Library Exhibit Agreement contains details on installation and removal.
- The Library will provide the Exhibitor with parking and unloading information as needed based on the Library location used for the exhibit.

D. Installation

- Exhibitors are responsible for providing insurance. The Library does not insure exhibits and accepts no liability or responsibility for any part of the exhibit.

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- Exhibitors perform their own installation or provide qualified installers. Library staff can answer installation requirement questions. Unless approved in advance, Library staff cannot provide any assistance with installation or removal. Exhibitors work at their own risk.
- Exhibitors are responsible for framing items and preparing items to display with the proper hanging materials.
 - Nails are prohibited in the Library. No exhibited items may be affixed to Library areas using nails or any kind of permanent fixtures.
- Two-dimensional items must be framed and installed using the picture hanging system provided at each location. Library will confirm installation requirements with the exhibitor as part of the approval process.
 - Some locations have a built-in wire management system in the exhibit space. In those locations, exhibitors will be expected to use the existing hanging system. Library staff will demonstrate how to use individual hanging systems at the time of installation.
- Three-dimensional items must be in cases provided or situated on the floor so as not to damage the art or Library areas.
- All signs and labels must be adhered to Library areas without leaving holes, stains, or other damage.
- Exhibitors will provide labels for their items. Exhibitors may be asked to submit labels for review before installation. Labels should follow these standards:
 - Content on artwork labels in this order:
 - Name of exhibit/exhibitor
 - Artwork title
 - Size
 - Medium used
 - Short, one sentence description (optional)
 - Label content may vary, such as including the origin of the piece instead of size or medium.
 - Labels for all artwork are 2.5" tall x 4" wide with description or 1.75" tall x 4" wide without description.
 - Labels should use Calibri, 12 pt. font size, printed in black ink.
 - Label materials should be either:
 - Printed on white paper and mounted on white or black matte board - matte board should have a white back side and be adhered to the wall with double-sided tape
 - Removable clear or white label stickers
 - A label template in Word format is available upon request.

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- If the entire exhibit is not ready on the agreed-upon installation date, the Library may choose to cancel the exhibit.
- Exhibitors are responsible for cleaning up after installation and removal.
- Unless approved in advance by the Library, an exhibit may not include Library materials.

E. Maintenance and Removal

- The Library recommends exhibitors visit exhibits periodically to ensure no portions have fallen or become otherwise unkempt. Exhibitors are responsible for all repairs.
- Unless approved in advance by the Library, removal of the entire exhibit occurs on a single business day during normal operating hours.
- The Library will not store items after the removal. Unless approved in advance by the Library, items left for more than 30 days become the property of the Library and the City of Fort Worth.
- Exhibitors are liable for any damages to Library property and equipment resulting from failure to follow the proper procedures. Library staff can immediately remove any item violating policy. Exhibitors who do not adhere to policy are prohibited from future exhibiting.

F. Promotion and Reception

- The Library must approve all printed and promotional items related to the exhibit prior to publication and distribution. Exhibitors may not use logos of the Library or the City of Fort Worth without advance Library approval.
- If the Library is a co-sponsor of the exhibit, they will provide promotional support for the exhibit as resources allow.
- Exhibitors wanting a private reception must follow the procedure in the meeting room policies. The Library schedules meeting rooms based on availability. There are rental fees for private meeting room use.
 - Private receptions are not possible at all locations as not all locations have meeting rooms.
- If the reception is free and open to the public, the Library may choose to co-sponsor the event. If the Library is a co-sponsor, there are no meeting room rental fees. The Library may also waive fees for events sponsored by support organizations.
 - Co-sponsored receptions can be held in locations that do not have meeting rooms.

G. Limitations

- The Library recognizes this policy cannot address all possible situations, and it is not an all-inclusive document. Situations not specifically addressed in the policy are handled as they arise.

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- In the event of a cancellation, exhibitors must provide notification at least 30 days before installation. Exhibitors who cancel with under 30 days notice forfeit the ability to exhibit at the Library for one year.
- The Library allows photographing and filming of exhibits. These images can be reproduced for any purpose, including publicity. Exhibitors will not receive compensation for such use.

Reference Documents:

Fort Worth Public Library Exhibit Proposal

Fort Worth Public Library Exhibit Agreement

Meeting Room Policy

Meeting Room Procedures

Policy Owner: Community Outreach Manager