

PLANO PUBLIC LIBRARY POLICY
307

Policy: Art Exhibit

Effective Date: 5/08/2024

I. Purpose

Plano Public Library (PPL) designates space for display of community art to:

- Promote public information and education
- Enhance the patron experience in the library through art
- Support intellectual, aesthetic and creative growth
- Encourage extension of the arts in the community

Exhibitors must consider the viewing audience of a public library when submitting works for consideration. Visitors to libraries come from a variety of backgrounds, encompass all age groups and support diverse beliefs.

II. Definitions

- Exhibit Coordinator - designated Librarian responsible for scheduling, communicating with, and vetting exhibits
- Exhibitor - any individual or group providing items for exhibit
- Exhibit - any and all items or materials submitted for display

III. Structure/Guidance

A. At each library the Manager will appoint a librarian as “exhibit coordinator”.

The librarian (exhibit coordinator) selects proposed materials for exhibit based on the following criteria:

- Breadth of appeal
- Educational, cultural or civic nature
- Suitability of subject matter for the full range of library users
- Nonpartisan, non-commercial and non-religious in nature
- Potential to complement library programming or initiatives
- Connected to Plano community standards
- Demonstrated quality and aesthetic value
- Timeliness to the community and special events
- Ability to fit within the area(s) provided

- B. The library does not endorse nor take a position on any of the views presented in the artwork and may refuse any pieces that do not meet the criteria for an exhibition. The library reserves the right to refuse any exhibit proposal or remove any material based on the above standards. The library's need for exhibit space takes precedence over the public's request to use such areas.
- C. The exhibitor is required to meet with the exhibit coordinator prior to any agreement to exhibit materials. Exhibitors will provide the coordinator with a complete list of items being displayed. After an exhibit has been placed on the public floor, no changes will be made without the exhibit coordinator's permission. The exhibitor must notify the library in advance if they choose to authorize another person to remove any item. Each item from the current exhibit will be signed out on the Display and Exhibit Release form.
- D. The library cannot guarantee the safety of items on exhibit. The exhibitor agrees to hold the library and the City of Plano harmless for any loss or damage that may occur to exhibits.
- E. The library reserves the right to remove an exhibit without prior notice.
- F. An individual, group, organization or association may exhibit items at the library up to twice per year, at the discretion of the exhibit coordinator. Materials not approved by the exhibit coordinator will not be displayed. Letters of intent, that include photos and descriptions of the material to be displayed, are required in advance of the exhibition.
- G. Reservations for exhibit spaces can be made up to one year in advance and on a first come first served basis. Preference will not be given to any individual or group.
- H. Exhibit installation and removal is the responsibility of the exhibitor. Installation and removal of exhibits must be scheduled in advance with the exhibit coordinator. Exhibitors who fail to remove materials on or before the specified date may not be allowed to use the library space in the future.
- I. Exhibitors understand materials are loaned to PPL for exhibit purposes only. Prices may not be displayed, nor may "for sale" signs be posted in exhibits. An exhibitor may post their name, business or organization, and contact information.

- J. By exhibiting material, the individual/group grants permission to PPL to photograph any displayed work for publicity purposes unless otherwise stated in writing. PPL may publicize exhibits using a variety of platforms (print and electronic).

- K. Each exhibitor must read and sign a copy of the library exhibit policy, thereby agreeing to its terms.



Display and Exhibit Release

I, the undersigned, have read and agree to the 307 Exhibit Policy terms. I hereby lend the following works of art or other material to the Plano Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release the Plano Public Library and the City of Plano from responsibility for loss, damage, or destruction while they are in the possession of the Plano Public Library.

PLANO PHOTOGRAPHY CLUB SHOWCASE

Title of Exhibit

Description of materials loaned (attach list of materials loaned if appropriate)

MAY 1, 2025

JUNE 30, 2025

Date and time of Exhibit installation

Date and time of Exhibit removal

Exhibitor Address

Phone

email address

Signature of Exhibitor, Date

Name of Exhibitor (Printed)



Plano
Public
Library

A Service of the City of Plano

Materials removed from exhibit during exhibit period

Item	Print Name	Signature	Date