



## **Use of Bulletin Boards, Handout Space and Art Exhibit/Display Areas**

As part of its community service and information mission, Howe Library makes available art exhibit and display areas, bulletin boards and handout space. Accepting items for posting, display or exhibit does not constitute or imply endorsement of the organization or the content of postings or exhibits by Howe Library. Howe Library reserves the right to accept items for bulletin boards, handout space and art exhibit/display areas as it deems appropriate.

### ***Guidelines:***

**A. Bulletin Boards and Handout Areas for Non-library use** (Notices of library events and activities will be posted in a designated area):

1. Purpose: To inform library customers of cultural, charitable, intellectual, educational and recreational events and local government issues and events.
2. Criteria:
  - a. Notices of events sponsored/presented by non-profit organizations and local governments and schools in the Upper Valley area are considered for posting. Events sponsored by non-profit groups beyond the Upper Valley region will be considered on a space available basis.
  - b. Materials from an individual or a for-profit group, company or organization will not be accepted for posting or distribution. Exceptions: book or author related events from local bookstores, notices of lost pets, and community newspapers for distribution.
  - c. Announcements of political forums representing all candidates or an individual candidate generally may be posted. Handouts about individual candidates are not accepted. Handouts representing all candidates, such as those prepared by the League of Women Voters, may be distributed.
  - d. All advertised events must be open to the public. Posted or distributed materials must not promote discrimination against persons on basis of race, color, religion, sex, national origin, age, marital status or disability.
  - e. Preference will be given to posters/announcements that are 8.5" X 11" or smaller. Larger signs are posted space permitting. Generally notices must be for a specific event or series of events and will be hung 3 weeks in advance of the event.
  - f. Notices and handouts will clearly identify the organization responsible for the contents and/or the event.

3. Application: All signs and handouts must be approved by the Library Director or designee as meeting the above criteria.

## ***B. Art Exhibits***

### ***Howe Library Art Exhibits – Ledyard Gallery***

1. Purpose: Within the limits of Howe Library’s exhibit facilities:

- a. provide the Howe Library community opportunities to experience the creative arts of the area.
- b. provide a showcase for community artists to display their art.

2. Criteria:

- a. Art Work:
  - o will be original work.
  - o will display competence achieved by study, experience, practice, as determined by a library-selected jury.
  - o will engage the attention, emotions, intellect of viewers.
- b. Artists will have a relationship or connection with the Howe Library community.

3. Application: Selection of art work for exhibit will be made by a jury appointed by the Library Director. A contract with details related to the exhibit will be provided to the artist.

### ***Howe Library Annual Senior Art Exhibit***

1. Purpose:

- a. to offer recreational artists at all levels opportunities to display their art work.
- b. to provide a reception to facilitate communication among artists and viewers.

2. Application: Artists from the Howe Library community will be invited to contribute works to this annual exhibit. Recreational artists “55+” are eligible to participate.

## ***C. Display Area - Glass Display Case and Fabric Art Display Space***

1. Purpose:

- a. to offer local private collectors and community artists opportunities to display artifacts, collections, and small-sized artwork.
- b. to present artifacts, collections and artwork for the enjoyment and information of the Howe Library community.
- c. the display areas are not to be used for fundraising activities or for commercial purposes.

2. Criteria:

- a. Artwork will be guided by the criteria for the Art Exhibits listed above.
- b. Artifacts and collections will include items of interest to the general public. Past exhibits included: Inuit carvings, antique musical instruments, porcelain cups, carved bowls, Hanover historical items, and handmade dolls.
- c. Exhibits will be attractively designed and labeled for viewers.

3. Application: Library staff will invite collectors and artists to participate and will review requests. A contract with details related to the exhibit will be provided to the artist, person, or organization desiring to exhibit in the Display Area.

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Approved by the Howe Library Board of Trustees, May 2008  
This document is to be reviewed at least every three years  
The next review is scheduled before May 2011*