Gilmanton Year-Round Library Association
Policy & Procedure: Arts in the Library Program

In line with GYRLA's mission of life-long learning and the enhancement of arts and culture, the "Arts in the Library" (AIL) program has been established and space in the library has been designated for this purpose.

The AIL program falls under the purview of GYRLA's Board of Directors. An active member of the Board of Directors (or their designee) will serve as *Chairperson* of the AIL committee and is responsible for ensuring the policies and procedures outlined herein are followed for this program. The AIL committee may be expanded with volunteer support under the leadership of the AIL Chairperson, and the Board of Directors will provide support as requested.

The Exhibitor will submit a Request for Exhibit and Display, which can be downloaded from the GYRLA website. The Request may be submitted electronically. GYRLA provides the exhibit and display space for no fee. **The GYRLA assumes no responsibility for security against theft or damage of any exhibits/displays.**

Works Exhibited/Displayed:

Exhibits and displays must be informational and/or cultural in nature and appropriate for viewing by patrons and visitors of all ages. Partisan or sectarian materials are not permitted. As the Library endeavors to present a broad spectrum of ideas and viewpoints, material exhibited does not necessarily represent the view or imply the endorsement of the Library Board of Directors, Committee, or staff.

Exhibits and displays will be hosted at the library for a four week period. Priority for exhibits and displays is given to library activities, to exhibitors living or working in the Town of Gilmanton and then to those in surrounding areas. Exhibit and display spaces have been identified by the Board of Directors and may be changed as needs evolve.

The Arts in the Library (AIL) Chairperson

1. will review all Request to Exhibit and/or Display Forms and notify the Exhibitor via email within ten days of receipt if accepted.
2. must approve all materials in the exhibit and display in accordance with the guidelines listed herein.
3. reserves the right to request the removal of an exhibit and display if it interferes with the normal operation of the library.
4. encourages exhibitors to check their own insurance policies regarding theft or damage of the exhibit and display materials.
5. must approve before distribution any exhibitor's flyers, written materials, labels, programs, and/or handouts.
6. must approve all press releases or other publications on all media formats.
7. must approve any requests for an exhibitor to hold a reception or related activity in the library.

8. can appoint a GYRLA patron as his/her designee in his/her absence. The AIL Chairperson is responsible to notify the Board of Directors and the Adult Librarian.
9. is responsible for maintaining records of the AIL Program and reporting data as needed.
10. will arrange to meet the exhibitor to assist with setup and ensure the library property is not damaged and does not disrupt library activities.
11. will send a reminder to the exhibitor 10 days before the exhibit period expires and request confirmation of when the exhibitor will remove the exhibit.

The Exhibitor

1. may be an individual or a group.
2. must complete, sign, and submit the Request to Exhibit and/or Display Form to the AIL Chairperson, who will notify if the application is accepted and other relative details.
3. agrees to adhere to the policies and procedures outlined herein.
4. understands exhibits and displays are shown at the Exhibitor's Own Risk.
5. understands the exhibit space is available for four weeks after which time, they must remove their exhibit/display. No exhibit and display materials can be stored at the library.
6. may request an extension to the exhibit and display time if space is available in the library and prior approval is obtained by the Arts in the Library Program Chairperson.
7. are responsible for properly displaying their items. Paintings, photography, and similar mediums hung on the walls must use the existing picture molding hooks and wire. The use of thumbtacks, nails, or adhesives is prohibited. The Exhibitor will work with the Chairperson for display of other mediums.
8. must label all items exhibited and displayed including their name and contact information.
9. is responsible for any damage to Library property.
10. is encouraged to publicize their exhibit and display after submitting all such releases to the AIL Chairperson for approval at least 3 weeks prior to release/publication. This can be done electronically.
    NOTE: Mention of the GYRLA in the publicity must be limited to stating viewing dates, times, and location.
11. understands that any reception or related activity must have the express consent of the chairperson.
12. may opt to sell their work and is encouraged to donate a portion of the sale to the library. No sales transactions may occur on the library property.

Approved by GYRLA Board of Directors Date: ____June 16, 2026_____

Contact: GYRLA gyrlanh@gmail.com