



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Policy for Community Displays in Library Spaces

Adopted February 2024

Scope

Community members connect to each other, learn new perspectives, and discover new ideas through library display cases and gallery walls. We invite the community to share these library spaces to showcase special projects, collections, or artistic works of educational and cultural interest on a space-available basis in line with the following guidelines with an eye toward appealing to the wide variety of interests in our community.

Display cases and gallery walls will be available first to the library for library-related displays and then to applicants as space and time allow. We will not display: commercial or for-profit materials; materials that violate intellectual freedom and copyright law; materials endorsing or promoting a specific political party, candidate, or position; sexually explicit material; materials that include profanity; or materials that proselytize. All materials must align with the library Code of Conduct

(https://www.hpl.org/_files/ugd/33b14f_b39ef5d3d38b4be7bbba6b5022413841.pdf). Use of library space for exhibits/displays does not constitute endorsement by the library.

Special Collections and Projects

We welcome the community to share the library's display cases to showcase special projects or collections that would be interesting and inspiring to other patrons.

Those who wish to display a special collection or project should inquire at the library or by phone (585-359-7092) during open hours. They may also email us at hplinfo@libraryweb.org.

Local Art

Library display cases and gallery walls are available to the artistic community to provide people of all ages with increased access to local artists and works of art and to enhance and increase community appreciation of the arts. The library seeks to display art that represents the diverse array of people who live in our community.

Selection is carried out by staff and will be based on artistic and logistical considerations. Staff will consider a wide range of artistic expressions while being mindful that the entire community and all age groups use the library.



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Artists who have not previously shown at the library are given preference. Children are given preference to gallery walls located in the children's area.

Artists may not advertise art for sale or sell on library premises, however, artists may display a biography that includes their contact information.

Those who wish to display original art should inquire at the library or by phone (585-359-7092) during open hours. They may also email us at hplinfo@libraryweb.org.

Loss and Damage

The library cannot be responsible for any loss or damage. Artists using the display cases or gallery walls are required to sign a waiver releasing the library from any such claims.

Appeals

The library director will make the final decision about which materials the library will and will not display. If a Henrietta resident believes the library director has not followed this policy, they may submit a written appeal to the library's Board of Trustees.



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Display Case and Gallery Wall Waiver and Release

In connection with the delivery by me to the Henrietta Public Library and/or the Town of Henrietta of certain items of personal property for display in the library or town display cases or gallery walls, I understand that neither the library nor the Town of Henrietta carries insurance to cover any loss of or damage to such items resulting from theft, fire, or any other cause. I, the undersigned, hereby waive any and all claims which I may now or hereafter have against the Henrietta Public Library or the Town of Henrietta or any of its officials or employees by reason of any loss of damage to such items of my personal property displayed in the display cases or on gallery walls, and I hereby release the Henrietta Public Library and the Town of Henrietta and any of its officials or employees from any such claims.

Name: _____

Date: _____

Address: _____

Organization (if applicable): _____

Phone Number: _____

Email: _____