

OAK LAWN PUBLIC LIBRARY

BOARD POLICY

ART GALLERY

Oak Lawn Public Library maintains an Art Gallery available to local community groups, schools, organizations, and individuals for the purpose of exhibiting art work. The presence of these materials does not constitute sponsorship or endorsement by the Library.

Placement of art work in the Library's Art Gallery is subject to the following conditions:

1. Gallery space may be reserved for a minimum of three months, pending availability. Reservations coincide with the quarterly schedule of the Library's newsletter.
2. All must complete the standard application form and agree to all of the conditions stated in this policy. The Marketing Manager has complete administrative responsibility for the approval of applications and scheduling. Applications are reviewed on a first-come, first-served basis. Please notify the Marketing Manager immediately if a reservation must be canceled.
3. The works of art offered for display in the Library must consider community standards and show respect for the diverse beliefs and values of the people of Oak Lawn. The Library does not permit the display of materials which are offensive to decency, are obscene or immoral in nature, or so suggestive as to be offensive to the moral sense, or which are calculated to incite crime.
4. No materials other than the display area itself shall be provided and there is no storage spaces available.
5. Organizations or individuals are not permitted to display or exhibit any materials of a political nature, or which advocate for a political proposition or candidate.
6. Organizations or individuals are not permitted to place in the Library any advertisement or receptacle which solicits monetary donations or advocates or solicits consideration of any product or service sold by any business, charitable enterprise, or individual. Exceptions will be made for special events and fund-raising campaigns sponsored by the Library, the Friends of the Library, or the Oak Lawn Community Library Foundation.
7. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. Display materials must be contained within the assigned Art Gallery area. All items are displayed at the owner's risk. The Library does not provide any insurance coverage for the

collection or artwork, neither property damage, fire, nor other insurance coverage. The owner(s) of displayed collections or artwork agree to defend, indemnify and hold harmless the Oak Lawn Public Library from any and all losses, claims or liability arising out of or relating directly to the use of its premises.

8. The wall and surrounding areas must be left in the condition they were found. The organization or individual making the reservation is responsible for any and all damages. The exhibit must remain intact during the scheduled display period.
9. Displayed art work must be removed at the end of the assigned reservation period. The Library will dispose of materials left on the premises for more than one month after the reservation has ended.

Items displayed may have brief descriptions or labels, but cannot include values or prices with intent to sell. No pricing, auctioning, or negotiations shall take place on Library premises.

Adopted: 8/15/06
Revised: 4/16/13, 04/15/25