

Displays and Exhibits Policy

The Durango Public Library provides limited display space for the public.

Exhibit spaces include:

- Program room 1: a 50 ft wall with art hanging track, cables/ j-hook hangers
- Program room 2: a 50 ft wall with art hanging track, cables/ j-hook hangers
- Pre-function area:
 - 1 16' wall with art hanging track, cables/ j-hook hangers
 - 1 10' wall with art hanging track, cables/ j-hook hangers
 - 2 locked display cases (3.5 x 5') with shelves
- River lounge (upstairs by balcony):
 - 2 3x5' bookcases (4 shelves) unlocked

All spaces are limited by time and demand. **All display spaces** are limited to a **minimum of 30 days**, unless otherwise approved by the Library Director or her/his designee. Program room exhibits and displays are only accessible when the program Rooms are in use. All exhibits may be featured on the Library's web page and social media.

The glass cases are limited to non-profit entities, Durango Public Library, the City of Durango and La Plata County governments, and organization directly affiliated with the above governmental bodies.

The lobby is not considered an exhibit or display area and is reserved for use by the Durango Public Library, the Friends of the Durango Public Library, Durango Botanical Gardens, the City of Durango and La Plata County governments, the League of Women Voters, and organization directly affiliated with said entities.

Interested parties shall contact Library staff to discuss their plans and collections. Photos or examples of the items to be displayed must be provided to Library staff (via email or in person) to assist them in deciding if a request can be accepted. If it is decided that the request will be accommodated, the exhibitor must complete an application. All exhibit requests will be reviewed on a first-come, first-served basis.

The Durango Public Library reserves the right to reject requests or applications if they do not reflect a subject matter conducive to display on City property that is frequented by young children and families. Requests or applications that are disrespectful to a person, culture, or gender will be rejected. In order to promote a pleasant experience for all, displays and exhibits are to be non-partisan and non-controversial. Requests that meet the Durango Public Library's Strategic Plan Initiatives will be given priority.

Any press releases, fliers, posters, etc., related to a display in the Library must be approved in advance by Library staff.

All submitted entries must be ready to display, matted with a hanging device, or based for 3-dimensional work (space is limited). Items that could constitute a safety hazard or might cause damage to the building cannot be accepted for exhibit. Exhibitors placing materials on display must agree to assume all risk for articles exhibited.

All submitted artwork must be accompanied with artist contact information and artwork information including when applicable: artist name, title of the work, date of the work, size/duration of the work, medium, sales price, and any additional information (such as school, etc.) on a 3 x 5" display card; completed display card must be legible.

Library staff will not be involved with any sales or sale inquiries.

Displays and Exhibits Application submissions are available on line.

Exhibit items must be put up and taken down by the exhibitor on the day and time designated by the Library and the artist. The Durango Public Library reserves the right to dispose of all artwork not retrieved.

Work that does not meet these criteria will not be accepted for exhibition.

Art Reception Policy

Optional Artist receptions are provided free of charge which will cover one reception per artist exhibit per year, for any artist who books both Program Rooms 1 & 2.

Receptions will take place on a prearranged evening during the exhibit period when and if the program rooms are available (maximum of one-hour window).

At the request of the artist, The Durango Public Library will advertise the reception on behalf of the artist through local news outlets, the Library's website, etc.