Cortez Public Library Public Art Display Policy

The Cortez Public Library has three locations available for individuals or groups to display art or collections for viewing by the public.

- The first is the west wall of the children's area. This space consists of two wall-mounted hanging strips for displaying textiles or framed art.
- The second consists of two connected, wooden display cases near the entrance of the library with a clear glass front. Each case has two shelves for displaying objects or small propped-up images.
- The third is a moveable wooden display case with clear glass on the top, sides, and front. The case has a cushioned bottom to display objects from multiple angles.

Members of the public are limited to one show per person or group every six months. Displayed items must be up for a minimum of 30 days and a maximum of 12 weeks, unless otherwise approved by the Library Director. Specific items cannot be displayed in the library more than once in a calendar year. All displays must be scheduled ahead of time with the appropriate staff member and approved in writing by the Library Director.

The library is not responsible for transport, setup, or take down of an art display and will not be held liable for vandalism or loss of items due to theft or breakage. Individuals or groups may request assistance from the staff in set up or take down for a display, but this is not guaranteed and must be supervised by the individual or group doing the display.

Library staff will help with promotion of a display in the community and signage in the library. Any promotional materials related to a display in the library must be approved in advance by library staff.

Interested parties must contact library staff to discuss their plans and provide photos or examples of the items to be displayed. If approved, a display may include identifying placards for individual items that give the title of the piece, a short 1-2 sentence explanation of the item, contact information for the creator, and a sale price if the item is available for sale. Library staff will not be involved in any sales or sale inquiries.

The library reserves the right to reject displays unsuitable for the space. Displays that are disrespectful to any person, culture, or gender will not be accepted. In order to ensure an enjoyable experience for everyone, displays and exhibits must be non-partisan and non-controversial.

☐ I have read and I understand the Cortez Public Library Art Display Policy, and I agree to abide by it.

I would like my display to be available for public viewing at the Cortez Public Library

starting on _____ and ending on _____.

_____	_____
Signature of Artist or Collector	Date
_____	_____
Initials of Staff receiving display request	Date
_____	_____
Library Director Approval	Date