

Largo Public Library Displays and Exhibits

The Largo Public Library's Gallery is intended to enrich the Library experience of the Largo Public Library patrons. The Gallery is used to present exhibits by local and regional artists that would not otherwise be available to patrons of the Library.

Exhibition and Display Space

The Gallery has 70 linear feet of wall space. The Gallery is equipped with a gallery tracking hanging system which must be used to hang items as appropriate. No artwork may be directly hung or attached to the walls.

The Gallery also has 5 large display cases (each measuring 76”h x 48”w x 24”d and each containing 5 display shelves) and three small display cases (each measuring 24”h x 24”w x 24”d and each containing 3 display shelves). While some of the large display cases are reserved for permanent library displays, the remaining cases may be reserved for exhibits and displays.

Requests for use of the Gallery or display cases are subject to prior approval and must meet the following conditions:

- Reservations for Gallery or display case use is for one-time only. Specific day(s), week(s), or month(s) cannot be reserved annually.
- Individuals and organizations are responsible for preparing the exhibit. Limited assistance from the Library staff will be provided if needed.
- Exhibits and displays by organizations are generally limited to one month, depending on the type of exhibit and the scheduling of other exhibits. The time period is left up to the discretion of the Library Director or designee.
- The library is not responsible for loss or damage to materials. All exhibitors are required to sign a release form.
- The library retains the right to reschedule exhibits if the need arises.

Exhibitors

Display privileges may be granted to any group or organization whose purpose for the display promotes the educational, intellectual, cultural, or social enlightenment of the community. Private collections, traveling exhibits, local products, and the works of public institutions may be displayed.

Partisan political, religious, or commercial organization displays are not permitted unless the material displayed is impartial, or is a project specifically related to the goals of the library.

Priority order for usage of exhibit space is as follows:

- Largo Public Library sponsored and co-sponsored exhibits
- City of Largo sponsored and co-sponsored exhibits
- Individuals and organizations

Exhibit Guidelines

The following guidelines must be followed when creating the exhibit:

- Works must be approved by the Library Director or designee beforehand.
- Upon approval, the artist(s) will complete an Exhibit Form (see Displays and Exhibits – Appendix A – Page 20).
- Delivery and pickup times are arranged through assigned personnel.
- Delivery and pickup of all artwork will be done through the delivery entrance only.
- Exhibits will typically run for one month.
- Final placement of work will be hung at the discretion of the Library Director or designee.

- All artwork should be “ready to hang,” i.e., matted, framed (with hanging wire attached) and identified as appropriate to the pieces, or display.
- Descriptive signs and biographical information are permitted but must be provided by the artist.
- Informational posters about the exhibit must be approved by the Library Director or designee.

Exhibit Limitations

The artwork displayed, and the manner in which it is displayed, will be regulated to the extent necessary to prevent the artwork's physical characteristics from interfering with library patron's and staff's use of the facilities for study, work, learning and enjoyment.

The library welcomes expression of all viewpoints. However, to prevent injury to library patrons, exhibited artwork may not contain the following:

- Material that threatens violence or intimidation of any individual or group.
- Obscene material, defined as material that the average person, applying contemporary community standards, would find the work taken as a whole appeals to the prurient interest; that the work depicts or describes, in a patently offensive way, sexual conduct defined under Florida law; and that the work taken as a whole lacks serious literary, political, or scientific value.

The library will remove any artwork violating these policies from the gallery space immediately. The library will not be responsible for the storage or condition of any artwork removed.

As the City of Largo does not carry insurance for displayed items, exhibitors are encouraged to insure their exhibit.