

## **Cotuit Library Displays and Sales in the Library Policy**

As part of its commitment to helping individuals achieve personal growth, the Cotuit Library allows exhibits and displays by non-Library individuals and organizations that provide information to the public, showcase artwork and/or help raise awareness of civic, charitable and environmental causes. In some instances, such displays may include items for sale.

To minimize impact on Library-related fundraising, including efforts by the Friends of the Library, any permitted displays, fundraising or sales by outside parties will be restricted to designated areas of the building and will not be allowed in any space where they might interfere with the pursuit of normal Library business by staff or patrons.

While inside the Cotuit Library, patrons may not be approached and asked to participate in any fundraising or sales event unless such activity is directly related to the Library or to the Friends of the Cotuit Library.

### **DISPLAYS**

1. Individuals and organizations may reserve an area (including a display table) in the Kirkman Reading Room, or a shelf in the Library foyer unit, for **one month** at a time.
2. **Priority** for Reading Room displays will be given to organizations with educational materials to distribute that Library visitors may take away with them and to art displays that require space for easels or three-dimensional works.
3. Foyer shelf displays will be limited to **not-for-profit and/or civic and community groups located within the village of Cotuit or village residents** with materials suitable to a one-shelf display.
4. Individuals and organizations will plan and execute their own displays and exhibits. They will provide supporting literature or information, signage and price lists (see below).
5. Individuals and organizations will remove their exhibits **after one month** on a previously-agreed-upon date.
6. The Library reserves the right to refuse to display materials it deems unsuitable, or those materials that do not support its mission.
7. Outside organizations may not set up manned tables within the Library to conduct sales.
8. A Review Committee must review and approve all submissions prior to granting permission.

### **SALES**

1. Displays that involve sales will follow all the rules outlined above, as well as specific rules pertaining to sales.
2. If a village organization is presenting a fundraiser, or if an artist is offering their artwork or crafts for sale, they will work with the Library Director to establish a procedure for sale of items.
3. The Library will receive a minimum of 25% of the sale price of any art- or craft work as commission. The Library will not collect commission from organizations running fundraisers.
4. Artists must prepare a price list sheet for staff to record sales.
5. Organizations and artists must provide a large, clearly marked manila envelope where staff can deposit proceeds from the sales, which will be locked up when the Library is not open.
6. At the end of the display, the artist/exhibitor will provide the Library with the commission either in cash or by check.

A written agreement between the Library and the party displaying/selling items will be provided by the Library, and it must be signed by both parties before the display can be put up. A copy of this policy is attached to each agreement.

Inquiries about exhibit space, obtaining a copy of the written agreement, or additional information should be directed to the Library Director at 508-428-8141 or [librarian@cotuitlibrary.org](mailto:librarian@cotuitlibrary.org).

**Cotuit Library  
Display/Foyer Sale Reservation Form**

Please fill out this form to apply for the use of the Kirkman Reading Room or Library foyer area for a display or for the sale of small items as a non-profit fundraiser. Applicant agrees to be bound by the terms of the Library's Sales Policy.

Date(s) of Display or Sale:

Name of organization:

Purpose of organization:

Is this a fundraiser? (circle one)

YES

NO

Display location (circle one):

Foyer Shelf

Kirkman Reading Room

Name of organization's representative:

Address:

Phone:

Email:

When was the last time the organization held a sale at the library?

Signature:

Date:

**STAFF USE**

Date received:

Display pick up date:

Price list received?

Commission received date:

I (please print), \_\_\_\_\_ agree to the following:

I acknowledge that my property, including, without limitation, any art or other items on display (collectively to be known as the "Property") may be damaged, lost or stolen during the exhibition of or during the unpacking, packing or transportation of and I acknowledge and understand the risk involved by allowing such property to be displayed by the "The Library" (acknowledged as the Cotuit Library located at 871 Main Street, Cotuit, MA 02635).

I understand that The Library does not insure the Property and if I so choose I must acquire my own insurance. If I so choose such Insurance, I agree to submit a copy to The Library.

The term of the Exhibition begins when the materials are delivered to the Library, and shall run through the agreed upon Exhibit end date. The "exhibit end date" means the date so specified on the third page of this document.

The Library has the absolute right, in its sole discretion, to remove or to relocate any Property. The Library acknowledges, however, that it must inform the Property Owner(s) of any such change within 48 hours.

By signing this waiver, I hereby agree to indemnify and hold The Library, its Board of Trustees, employees or designated representatives, harmless from any type of intellectual property infringement, including but not limited to patent, copyright or trademark infringement.

By signing this waiver, I also agree to waive any personal injury or property damage claim, now or in the future, that I may suffer as a result of the "exhibition," and I agree to indemnify and hold The Library, Board of Trustees, employees and designated representatives, harmless from any personal injury or property damage claim, now or in the future, that I may suffer or cause at the "exhibition."

I hereby represent and warrant that I have read this Exhibitor Waiver Form in its entirety and fully understand its contents. I have signed the waiver voluntarily and of my own free will. By signing this waiver, I release and hold harmless The Library, its Board of Trustees, employees or representatives from and against any and all claims of injury or damages relating to the above provisions.

Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director's Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*A copy of the Cotuit Library Displays and Sales in the Library Policy is attached to this form.*