

Lee County Library

Safe Child Policy

The Lee County Public Library welcomes children of all ages. It is a doorway through which lifelong learning takes place. The library is a public building and, as such, everyone is welcome.

Library staff has many duties to perform in order to serve all the citizens of the area. They cannot monitor the behavior or whereabouts of each patron, including children. Staff cannot take over parental responsibilities for children who come into the library.

- Parents/caregivers are responsible for the child's behavior at all times while in the building.
- Children 10 and under cannot be left alone in the library and must be accompanied by an adult.

Unattended Children:

Staff members will try to identify and locate the parents/caregivers of unattended children.

1. If they cannot be located in the library building, a staff member will monitor the child until the parent/ caregiver returns to the library.
2. When they are located, the library policy on unattended children will be explained and a copy given to the parent/caregiver.
3. Staff will record the parent's/caregiver's name, address, telephone number and the child's name.
4. Library staff members are not allowed to give rides to children or leave them alone in the building.

Staff will refer repeat or additional incidents involving the same parent/child to the proper authorities, law enforcement officers, and Department of Social Services.

Appropriate Behavior

Parents or caregivers are responsible for monitoring the behavior of their children.

Disruptive children can detract from other patron's enjoyment of the library. Therefore, library staff may approach a disruptive child or parent/guardian to address their behavior. If the disruptive behavior continues, the parent/caregiver may be asked to remove the child from the library.

At Closing Time

Staff members will exercise appropriate measures to ensure the safety of a child left unattended at closing time. If no way home with a parent etc. has not been effected within 15 minutes of closing, the staff will notify law enforcement officials who, with staff, will monitor children left unattended. Parents, etc. are responsible for being aware of library operating times. Names, addresses, etc. will be recorded. Additional incidents will be referred to the proper authorities.

Approved May 6, 2016 Lee County Library Board of Trustees

LEE COUNTY PUBLIC LIBRARY

ART EXHIBIT POLICY

This Art Exhibit Policy is intended to provide guidelines for potential exhibitors and Library staff.

Interested artists must complete and submit the Exhibit Application and Release Form which is attached as Exhibit A. Applications shall be completed in detail and signed by the individual submitting the application, or by an officer of the organization if a group's application. It is the responsibility of the signer to be aware of exhibit policies and to communicate these policies to all individuals participating in the exhibit.

Selection Criteria and Process

The library seeks to present a variety of diverse exhibitions by local artists in the visual and literary arts and to promote awareness of local artists. Artists and library staff must be mindful that the display area is used by all segments of the community and all age groups including preschoolers. The Library must approve all pieces of artwork in the exhibit and the artwork must be suitable for all ages. The library may reject artwork deemed unsuitable or inappropriate for the library exhibit space.

Applications will be reviewed by the Director or library designee. The dates and duration of an exhibit will be mutually agreed upon. The length of an exhibition will be a minimum of one (1) month and up to a maximum of three (3) months.

Installation and Removal of Artwork

The artist assumes total responsibility for the transportation of all work to and from the Library. All art must be suitably framed, with hanging apparatus (screw eyes and wire). Framed art work must be installed by the artist. Exhibits must be installed during library hours of operation at a mutually agreed upon time. For each exhibited work, the artist is to provide the name of the work, artist's name, and medium. Prices may be displayed on individual works with contact information.

The artist is responsible for dismantling the exhibit as scheduled with the library staff exhibit coordinator. The exhibit space must be left in satisfactory condition.

In addition, interested artists may arrange for a reception to be held at the library, at their own expense, provided appropriate space is available and the event is open to the public. An artist must obtain prior approval from the Library Director or his/her designee for any reception.

Sales and Commissions

Works of art may be offered for sale at the discretion of the artist. The library will not serve as sales agent but will provide contact information to interested persons. The artist is responsible for establishing prices for the artwork and for conducting the sale of any work directly with the purchaser elsewhere. Works that are not available for purchase must be designated "NFS" (Not for Sale). Works sold must remain on exhibit throughout the designated period.

Indemnification and Insurance

By signing and submitting the Exhibit Application and Release Form, artists selected as exhibitors have agreed to the indemnification provisions on the application. Artists who do not agree to the indemnification provisions are not eligible to be selected as exhibitors. A copy of the release form will be given to the exhibitor.

ART EXHIBIT APPLICATION AND RELEASE FORM

I, _____, hereby lend the works of art described below to Lee County Public Library for exhibit and display purposes only. In consideration of the privilege of exhibiting works of art in the library, I hereby release said library from responsibility for loss, damage, or destruction while the works of art are on display at the library.

Further, I hereby agree to indemnify Lee County, Lee County Public Library its agents, and employees from all loss and/or expenses, including all costs and attorney's fees, and to hold them harmless from any liability arising out of, or resulting from the exhibit, whether such injuries or damages are caused in whole or in part by the negligence of the library, its agents, servants, patrons, and/or employees.

Further, I agree to the following conditions:

I am responsible for installing and removing the exhibit at prearranged times.

All installations must be done in a non-destructive manner and subject to prior approval of installations methods and hardware.

I agree to comply with all provisions of the Lee County Library Arts Exhibit Policy.

Exhibit to be held in the _____

Dates(s)/Month of exhibit _____

Description of materials loaned

Exhibitor/Contact Name

Address

Phone _____ home _____ cell _____ business _____

Email _____

Signature _____ Date _____

ART PICKUP

Signature _____ Date _____

Approved Lee County Board of Trustees May 6, 2015