

	Policy Title <b>SECOND STORY GALLERY</b>	Policy Number <b>7.1</b>
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**I. Purpose**

- a. This policy establishes rules for the Second Story Gallery, including how artwork will be chosen, duration of shows, and policies regarding sales and advertising.

**II. Second Story Gallery Society**

- a. The Second Story Gallery Society (SSGS) is a not-for-profit group that facilitates the gallery’s exhibitions and the business associated therein. The board is comprised of 4-8 members known as Governors. Also serving as ex-officio members are the Library’s Administrative Support Assistant, a Library Associate, and the Library Director. For more details on the Second Story Gallery Society as an organization, please see the bylaws as Policy Number 10.3.

**III. Gallery Exhibits**

- a. The Library provides space for public art shows on the second-floor foyer and gallery space. Exhibit criteria includes:
  - i. The SSGS Board will schedule no fewer than six art shows per year.
  - ii. Shows may be repeated only after two years, or at the discretion of the Library Director.
  - iii. The Library Director must approve the schedule for the year prior to finalization. Shows shall be of general interest to the public and shall be consistent with the prevailing community standards, interests and welfare.
  - iv. All artists are required to sign a hold harmless agreement.
- b. The provision of this gallery space use does not constitute Library endorsement of the beliefs or viewpoints of topics advocated by the individuals or groups responsible for a show.

**IV. Sales, Fees, and Commissions**

- a. Artists may make sales from the gallery. Payments for art will go directly to the artist(s). Artists will donate no less than 20% of their sales from the gallery to the SSGS; donations to the SSGS are used for operating expenditures.

**V. Responsibility of Users**

- a. Neither the SSGS nor the Library assumes liability for injury or damage to personal property which occurs during exhibition at the Library. Security beyond general Library safety procedures is not provided.

Revised October 2008  
Revised and approved by the Library Board of Trustees January 9, 2020