



APPENDIX B

Use of Library Space for Art Exhibits Policy

LIBRARY ART EXHIBIT AGREEMENT FORM

This Agreement made this _____ day of _____, 20_____, by and

between the exhibitor, _____ ,
(print exhibitor's first and last name)

and the _____ Library.
(print branch name)

Exhibition Details

Title of Exhibit: _____

Set-Up Date: _____

Dismantle Date: _____

Other: _____

TERMS AND CONDITIONS

Exhibition Space

1. The Library will provide free exhibit space to artists and artisans. The Library will not charge the public for exhibits.
2. Exhibits are open to the public only during Library open hours.
3. Library sponsored or co-sponsored exhibits take precedence over outside exhibits at all times and the Library reserves the right to cancel an exhibit and/or change the manner in which an exhibition is displayed, if the Library decides the space is needed for library purposes.

4. The Library will provide an art hanging system. No additional hooks, nails, or other fasteners may be attached to the walls of the Library.
5. The artist will ensure their works are ready for display, with two-dimensional works having wires for hanging, and if necessary, proper framing.
6. The Library will provide the artist with white sticky tack to display information on the wall about the artist or work. The artist will avoid the use of tape on Library walls.
7. Prices for works cannot be listed on labels/signs. Artists wishing to sell their works may provide their contact information so that interested buyers can contact them directly.
8. The artist is solely responsible for matters relating to the selling of his or her works. Library staff will not participate in any commercial activities relating to the sale of exhibited works.
9. The Library will not provide security for works.

Installation and Dismantling

1. Installation and dismantling of the exhibit will be scheduled by the Branch Manager, in consultation with the artist.
2. The artist is solely responsible for the installation and dismantling of his or her works. Library staff are not responsible for any aspect of the installation or dismantling.
3. The artist is solely responsible for the transportation of works to and from the Library.
4. The Library does not provide storage space for works.
5. The artist must leave the exhibit space in the same condition in which it was found. The artist will be responsible for damages to the building or equipment.
6. If an exhibit is not removed as scheduled by the artist and the Library must dismantle it, then the Library is not responsible for any damage to the works.

Publicity and Promotion

1. The Branch Manager and the artist must approve in advance any promotional material for the exhibit.
2. Special events and/or an exhibit opening must be arranged in advance with the Branch Manager and must take place during library open hours.
3. Library staff is not required to provide tours of exhibited works.

Insurance

1. The Library does not provide insurance for works exhibited at the Library. Artists must arrange for their own insurance or exhibit at his or her own risk.
2. The Library accepts no responsibility for lost, damaged or stolen works.

For myself, or on behalf of the group I represent, I have read, understood, and hereby agree to the terms and conditions set forth in this Agreement as well as the Use of Library Space for Art Exhibits Policy.

Exhibitor Name (print)

Exhibitor Signature

Date (print)