

Exhibit Policy

It is part of the Library's function to provide access to intellectual and cultural resources in the community. The Library allows community groups, organizations, or individuals to use the various display areas of the Library. Displays must be of an educational, cultural, civic, or recreational nature. Most exhibits will remain on display for a period of one month. Displays which endorse a particular political party or candidate or religious belief are not acceptable. Advertising displays are prohibited.

Application for exhibit space must be made through the Business office. The Library Director will have final approval of all displays and will accept or reject material for display in accordance with suitability of content and availability of space. The Library will have the final decision on scheduling, content, and arrangement of all exhibits.

The Library assumes no responsibility for the possible damage or theft of any item displayed or exhibited. All items are placed in the Library at the owner's risk.

Exhibit/Display Policies and Procedures

Each Exhibitor must:

- Submit an application for use of exhibit space. (Application attached)
- Sign and return the Exhibitors Agreement and Release form
- Provide an inventory list of all items to be displayed. (Artist will receive the Exhibitors Agreement and Release and Inventory List forms 3-4 months prior to date of exhibit)
- All pieces to be displayed must be framed and or mounted and suitable for hanging-safely.
- Exhibitor must supply all labor and materials needed to mount the display.
- Absolutely nothing may be attached or adhered to the walls.
- A price list may not be displayed; however, the artist may display a contact name, telephone # and address.

Hours for Exhibit:

Shall be the regular hours of the Harborfields Public Library.

Library Security:

The Harborfields Public Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

Liability:

The Harborfields Public Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

Receptions:

Artist must request a date for reception, and await approval of such date. All arrangements for exhibit openings or receptions are solely the responsibility of the exhibitor. No alcoholic beverages may be served.

Content/Cancellation:

The final decision regarding the display content and arrangement of an exhibit is reserved to the Harborfields Public Library. The Harborfields Library reserves the right to cancel displays at any time for any reason.

Publicity:

Artist must submit press release information to the Harborfields Library for approval prior to dissemination.

Exhibitor's Agreement and Release

(6/28/2005)

In consideration of my permitting my property to be exhibited at the Harborfields Public Library, I hereby agree that neither the library nor its trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused, or failure to exhibit, store, move or remove said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way, and that title to said property shall not be transferred before its removal from the Library. I agree to indemnify and hold harmless the Library, its Trustees, agents, and employees concerning any claim or action against any of them because of my property and/or its exhibition.

By signing this Exhibitor's Agreement and Release, I acknowledge having read the Harborfields Public Library's EXHIBIT/DISPLAY POLICIES AND PROCEDURES and hereby agree (without reservation) to comply with all its terms and conditions. I have provided the library with an Inventory of the works I am exhibiting (see attached)

Delivery Date _____ Removal Date _____

Dates of Exhibit – From _____ to _____

Signature _____

Address _____

Phone _____

Email _____

RULES AND REGULATIONS CONCERNING RECEPTIONS

A reception in conjunction with the exhibit may be considered provided space and time are mutually agreeable between the Library and the artist/exhibitor. No alcoholic beverages may be served.

No sale transactions are allowed on the Library premises, but the artist/exhibitor's telephone number and a short biographical sketch may be posted. If the telephone number is not posted, the Library will not provide it to the public without permission of the artist/exhibitor.