

Liberty Public Library

189 North Main Street

Liberty, NY 12754

(845) 292-6070 • Fax (845) 292-5609



ART EXHIBITION POLICY

THE TRUSTEES OF THE LIBERTY PUBLIC LIBRARY believe it to be an interesting and valuable community service to provide exhibit space for area artists. It is our intention to foster in the community an awareness of regional artistic activity. Exhibit space is located throughout the main floor of the Library. The guidelines listed below will govern guest use of the designated space.

1. Those wishing to exhibit must apply to the Director of the Liberty Public Library, using the attached form. The application requires specific information about the nature of the work, sizes, and special needs; the quantity is limited by the space available. The Library Director reviews all applications, communicates with the potential exhibitor if additional information is needed, and schedules exhibits. The exhibitor will be sent a copy of the library's review and scheduling information.
2. The Library Director/ Programming Committee reserves the right to review the exhibit before it opens to the public and request changes or deletions with good reason. Materials displayed do not necessarily represent the views or endorsement of the Liberty Public Library.
3. Items to be exhibited must arrive ready for display, at the date and time designated for display. All 2D artwork must be supplied with wired frames ready for hanging unless the item is a quilt, in which case a sleeve must be on the back and a hanging rod supplied. No 3D work can be displayed, only flat, wall-mounted art. Frames are absolutely a must. Attachment by wire only, no dog-tooth hangers, clips, string, or filament. Date and times for delivery and pick-up of work after the show will be determined by needs of the library and communicated to the artist well before the opening of the show. Hanging will be done by library employees in conjunction with the artist.
4. Data for publicity must accompany the application, either on a separate sheet or on the back of the application. The Liberty Public Library will issue a news release to area news media, include details in the monthly "E-Blast", and post appropriate announcements on site.
5. The Liberty Public Library will not handle any sales, and prefers that prices not be posted on individual items. However, a list of items, their prices, and the artist's name, address, and telephone number may be posted. **All sold items must remain with the exhibit until closed.**
6. Insurance of exhibited items covering damage, liability and theft will be the responsibility of the exhibitor.
7. Since all items exhibited are the sole responsibility of the exhibitor, said exhibitor must sign the application release which absolves the Liberty Public Library, its trustees, employees, and agents, from any responsibility involving the items exhibited or the exhibition as a whole.

Adopted:

LIBERTY PUBLIC LIBRARY
ART EXHIBIT APPLICATION



NAME _____

ADDRESS _____

TELEPHONE _____ BEST TIME TO CALL _____

EMAIL ADDRESS _____

EXHIBIT DESCRIPTION AND/OR TITLE _____

SPECIAL NEEDS OR CONSIDERATIONS _____

BIOGRAPHICAL DATA (for publicity): Please include relevant information, including the name of your show, names of a few works and, if possible, enclose high-contrast photographs of yourself and a sample image of your work (which we will return to you), or email digital images to lib@rcls.org.

I HAVE READ and will abide by the exhibit guidelines of the Liberty Public Library. I, the undersigned, agree to forever hold harmless the Liberty Public Library, its employees, agents and Trustees, from any loss or damage occurring while the said items are on exhibit or in the care, custody, and control of the Liberty Public Library.

Date: _____

Signature of Exhibitor

FOR PROGRAMMING COMMITTEE USE ONLY:

Application reviewed by Committee on _____ (date).

Exhibit scheduled for (start date) _____ to (end date) _____.

Staff contact person for this exhibit _____

⇒ A copy of this application will be returned to exhibitor when all dates have been confirmed.