

## **Art Exhibit Policy**

Approved by the Library Board 2/15/12

In keeping with the North Valley Public Library's mission to *provide a commons environment that addresses the need of people to meet and interact with others in the community*, the library offers space for exhibition of original works of art created by members of the community.

Upon application approval, local artists and craftspeople can display their art work for a one-month period. The exhibitor will install the display on the first day of the month that the library is open, and remove it on the last open day of the same month. Library staff will not assist with installation or removal. The library can provide a ladder for installation/removal.

Items that will hang must be affixed to the picture rail in the display areas. Exhibitors are responsible for providing their own hooks, wire, etc. Exhibitors will not make holes in the walls or use adhesives that may damage the wall paint.

There is also limited space available for free-standing items.

Subject to the prior permission of the Library Director, and provided that the artist has agreed beforehand upon a specified percentage of all proceeds to be donated to the library, works of art may be offered for sale. The artist will establish prices and will conduct the sale of any work directly with the purchaser, not through library staff. Works sold must remain on display throughout the designated exhibit period.

The library is not responsible for loss, theft, damage or destruction of items in the exhibit, nor does it provide insurance to protect the items. Insurance is the sole responsibility of the exhibitor.

### **Application**

Applications for exhibits are made through the Library Director and will be processed on a first-come, first-served basis. The Library Director may require samples or photos of the items to be displayed prior to application approval.

The required application form is attached to this policy. The application and this policy will be provided to interested exhibitors.

### **Selection**

The exhibit space is immediately inside the library entrance; all art should be of acceptable viewing content for all ages. The Library Director will consider a wide range of artistic expression when choosing exhibitors, while being mindful that all segments of the community and all age groups will have access to the display area.

The Library Director reserves the right to reject any exhibit in full or in part, including during the time period of the exhibit.

Works that are of high value, fragile in nature or with framing or display arrangement that is of questionable durability may be rejected. Size limitations may apply. Walkways must remain clear.

Providing display space for artistic works does not constitute endorsement of the views expressed in those works by North Valley Public Library staff or board members, or by members of the Friends of the North Valley Public Library.

### **Agreement**

Once an exhibit has been selected for display, the Library Director or designee will notify the exhibitor and schedule the display period. The library reserves the right to change, reschedule or cancel exhibits when necessary.

The exhibitor will be provided with a Release Agreement as well as another copy of this policy, if needed. Prior to installation, the exhibitor must complete, sign and date the agreement and return it to the Library Director.

# NORTH VALLEY PUBLIC LIBRARY

## Art Exhibit Application Form

Thank you for your interest in exhibiting at the North Valley Public Library. Please complete the following application and return it to the Library Director.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Please describe the work(s) you wish to exhibit. The Library Director may require samples or photos of the item(s) to be displayed prior to application approval.

How many works would you like to display? \_\_\_\_\_

What size are the works you would like to display? \_\_\_\_\_

By signing below, you affirm that you have read the Art Exhibit Policy that accompanies this form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application to:

**Library Director  
North Valley Public Library  
208 Main Street  
Stevensville, MT 59870**

# NORTH VALLEY PUBLIC LIBRARY

## Art Exhibit Release Agreement

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email address \_\_\_\_\_

Please provide titles and descriptions for the items that will appear in your display.  
Attach an additional sheet if necessary.

Title	Description

I, the undersigned, have received and read a copy of the North Valley Public Library Art Exhibit Policy and agree to abide by all its rules and regulations. I understand that in offering my works of art for display at the North Valley Public Library (NVPL), I release NVPL, its board and employees from any liability for loss, theft, damage or destruction of any item that may occur during the display period or during installation or removal of the exhibit.

Signature \_\_\_\_\_

Date \_\_\_\_\_