

## **Essex Library Association Exhibits Policy**

1. Purpose: Essex Library Association, Inc. (the “Library”) will occasionally exhibit artwork submitted by groups and individuals.
2. Due to limited space, priority may be given to Essex-based exhibitors.
3. Artists and collectors should submit requests for an exhibit to the Head of Adult Services, who has sole discretion in selecting from submissions. Because the library is patronized by the public, including young children, artwork deemed inappropriate or offensive will not be exhibited. Exhibitors may be asked to submit framed samples and/or photographs and slides representing the artwork they wish to exhibit. The Library reserves the right to reject submissions that do not fit with the Library’s mission.
4. Selection for exhibition at the Library does not imply endorsement of the artist’s views or themes. The Library may consider the following factors in accepting artwork for exhibition: artistic merit, cultural interest, size of work, type of medium and quality of framing.
5. Exhibitors must hang or install their pieces at a time mutually convenient to the Library staff. Exhibitors are responsible for setting up their own works and may not use hardware, tape or other display means that damage the library walls, building or property. Hanging supports will be provided by the Library. No artwork will be attached directly to the walls. Once selected the layout of the exhibit must be approved by a Library representative.
6. The Library reserves the right to publicize exhibits. The Library reserves the right to review and approve any promotional or advertising materials.
7. With approval from the Library Director, exhibitors may hold an exhibit opening at a mutually agreeable date and time.
8. The Library will make reasonable effort to keep exhibits safe, but the Library is open to the public and cannot assume liability for artworks that may be damaged, lost or stolen.
9. Works of art may be offered for sale, with prices established by the artist. The artist is responsible for conducting the sale of any work directly with the purchaser, not through library staff. Works that are not available for purchase must be clearly designated “NFS” (Not For Sale). Work sold must remain on exhibit throughout the designated period. The artist must notify the Head of Adult Services within 48 hours of a sale so that the artwork may be marked as “sold.” In return for the opportunity to sell their work, artists agree to donate to the Essex Library Association 20 percent of the selling price of each work they sell.
10. Library exhibits are generally up for one month. After that time, exhibitors must remove their artworks from the library. The Library cannot store any exhibition pieces. Because of space limitations, the Library cannot generally accept as donations the artworks it displays. Artwork exhibited in the Program Room may not always be available for public viewing.
11. Exhibitors must sign the Library Exhibits Application/Agreement, observe provisions of this Exhibits Policy and provide the Head of Adult Services with a listing of all items on exhibit.

*Approved by the ELA Board of Trustees, January 21, 2015*

*The Essex Library is an equal opportunity provider and employer*

# Application for Use of Exhibit Space

Name of your organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Title and details of your exhibition: \_\_\_\_\_  
\_\_\_\_\_

Desired dates of your exhibition: Start: (Month/Day/Year): \_\_\_\_\_

End: (Month/Day/Year) \_\_\_\_\_

Hours needed for installation and cleanup: \_\_\_\_\_

Will there be an opening reception? Circle one: Yes No

If yes, what is the number of people expected: \_\_\_\_\_ (Maximum occupancy: 65 Program Room)

Will this reception be open to the general public? Circle one: Yes No

Will refreshments be served? Circle one: Yes No

If yes, what kind of refreshments? \_\_\_\_\_

Person responsible for installation: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

The person signing this form is responsible the observance of the Essex Library's "Exhibit Policy ". No date shall be considered conformed until the library returns a copy with an authorized signature.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Library Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date