

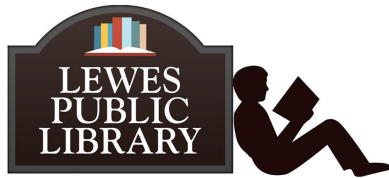
ART EXHIBIT POLICY

I. Art Exhibit Guidelines

- A. The Lewes Public Library encourages exhibitions and displays of paintings, photographs, drawings and other art works for civic, cultural, educational and recreational purposes and has provided space in the Large Meeting Room and the Lobby for this purpose.
- B. Applications: An application for exhibits may be downloaded from the Lewes Public Library website lewes.lib.de.us or picked up at the Circulation Desk. The completed application should be submitted in person or via email to the Adult Program Coordinator leweslibrary@gmail.com
- C. Reservations will be considered on a first-come-first served basis with preference given to multiple artist displays.
- D. Space may be reserved for one (1) calendar month and only once in a calendar year. Reservations may not be made more than one (1) year in advance.
- E. The exhibitor is responsible for handling the sale of any exhibited pieces, for all taxes, and for remitting a requisite 10% commission to the library at the end of the exhibit period.
- F. The Library's need for exhibit space takes precedence over the public's request to use these areas.

II. Acceptance of Exhibits

- A. The Artist must schedule an appointment with the Adult Program Coordinator and present a minimum of four (4) samples of artwork, representative of those that will hang in the exhibit
- B. Approval: Acceptability of an art exhibit is at the discretion of the Adult Program Coordinator in conjunction with the Assistant Director. The Adult Program Coordinator shall oversee the suitability of any art, the framing or support structure, and any visual or written material that might accompany an exhibit. The Adult Program Coordinator will consider a wide range of artistic expression in deciding on potential exhibitors. Although, ultimate discretion lies with the Executive Director.
- C. The Library will not censor or remove an exhibition because some members of the community may not agree with its content. A notice may be placed near the exhibition space stating that the Library does not advocate or endorse the viewpoints of the exhibition or exhibitor.
- D. The Lewes Public Library Art Exhibit Policy must be signed by the artist and returned to the Adult Program Coordinator no less than one month prior to the day the exhibit will be hung.
- E. In order for an exhibit to be considered, 75% of the wall space must be used.



III. Displaying the Art Work

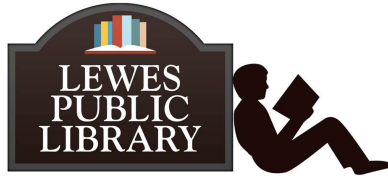
- A. The Adult Program Coordinator will schedule a date and time for artwork to be hung. This will typically be the 1st Tuesday of the month the exhibit is to be on display. This is done at the time of application approval.
- B. All art work must be hung with the system provided by the Library (frames should be strung with wire, string or fish line, to accommodate use of the Library's hooks). No other method of displaying artwork will be accepted. Maximum weight for any piece is 50 pounds.
- C. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected.
- D. Labels that identify the artist and/or title of work must be adhered to the frame of artwork. No labels of any sort may be adhered to the walls of the exhibit space. No labels, signs, artwork or other material can be attached to any walls without both the items and the means of adhesion being approved first by the Assistant Director.
- E. Exhibit areas are community space for functions from preschooler workshops to large group meetings. Floor space must be kept clear. The Large Meeting Room exhibit space may be open to registered groups after hours. Be aware the Large Meeting Room is not always open to the public.
- F. The artist is responsible for hanging all artwork. A step ladder will be provided, if needed. Members of the Library staff are not available to assist in hanging artwork.

IV. Publicity

- A. The Lewes Public Library may publicize exhibits through an announcement in the Library newsletter and website. The Library may publicize exhibits with signs hung inside the Library and on the electronic bulletin boards. A press release announcing the exhibit may be sent to the local media. Information also may be shared on the Library's social media.
- B. The artist is responsible for all other publicity about the exhibit.

V. Exhibit Reception

- A. Artists are welcome to reserve the Large Meeting Room (see Meeting Room Use Policy) for a reception connected with the exhibit of work. The artist will be required to make payment, for the meeting room space as any other individual or group would. Rates are as defined in the Meeting Room Use Policy.
- B. Any food or beverages served will be provided by the artist. Any invitations issued will be provided and sent by the artist. Library will not be responsible for any promotion of a private event.
- C. Serving alcoholic beverages (including wine, beer and alcoholic punch) is strictly prohibited.
- D. The artist will be responsible for set-up and clean-up of reception. Library staff help is not available.
- E. The Library bears no responsibility for damage or theft of artwork. The Library does not provide any insurance coverage for artwork exhibited at Lewes Public Library.



VI. Sale of Art

- A. The exhibitor is responsible for handling the sale of any exhibited pieces, for all taxes, and for remitting a requisite 10% commission to the library at the end of the exhibit period. All arrangements for this commission will be made with the Development Director.
- B. The artist may provide a list of work for sale and a phone number, which will be posted in the exhibit area. An artist whose work is accepted for exhibition may, discreetly, indicate which works, if any, are for sale. The Library does not engage in or arrange sales.
- C. The artist is responsible for conducting the sale of any work directly with the buyer, not through library staff. Works that are not available for purchase must be clearly designated “NFS” (Not For Sale).
- D. Works sold must remain on exhibit throughout the designated period. The artists are responsible, within 48 hours of a sale, for coming into the library to mark the artwork as “sold.”
- E. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.

VII. Maintenance of Exhibit

- A. If at any time during the run of the exhibit, a piece of art becomes dislodged from the wall, the artist will be notified promptly and will be expected to come to the Library to re-hang the art as soon as possible.
- B. The Library reserves the right to remove any piece of art, sign, etc., that has not been hung in accordance with Library policy.

VIII. Removal of Exhibit

- A. The Adult Program Coordinator will schedule a date and time for artwork to be removed. This will typically be the last Saturday or Monday of the month the exhibit is to be on display. This is done at the time of application approval. It is unacceptable for any artwork to be removed from the exhibit prior to that time.
- B. The Library bears no responsibility for the storage of any art not removed on the day that has been scheduled for removal. The Library reserves the right to remove from the wall any artwork still hanging after the removal date.
- C. The Library staff is not available to assist in removal of artwork.

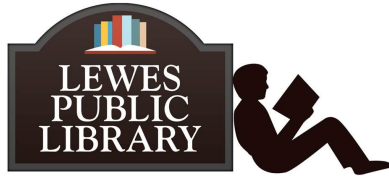
IX. Liability

- A. The Lewes Public Library does not carry insurance on art work on exhibit at the Library and assumes no responsibility for the preservation, protection or possible damage or theft of any item on exhibit. All exhibitors will sign the agreement form which releases the Lewes Public Library from any responsibility for exhibited items.



- B. The views expressed in the works exhibited at the Lewes Public Library are those of the artists and are not necessarily those of the Library, its staff, the Trustees, or the Friends and their membership.
- C. The Library reserves the right to change, reschedule or cancel exhibits when necessary.
- D. Prior to display, in conjunction with submission of the Exhibitor's Agreement and Release, the exhibitor(s) will provide the Adult Program Coordinator with an itemized list of art items.

Adopted at the 09/26/2017 Lewes Public Library Board Meeting.



EXHIBITOR'S AGREEMENT AND RELEASE

I have read and understand all terms of the Lewes Public Library Art Exhibit Policy including the stipulation that exhibitor(s) are responsible for handling the sale of any exhibited pieces, for all taxes, and for remitting a requisite 10% commission to the library at the end of the exhibit period.

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

I represent and warrant that the exhibition of my property in the manner contemplated herein is not prohibited or restricted in any way, that the exhibition will not infringe upon the rights of any third parties; that I have the right to grant the exhibition rights in the property; and that the 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 from and against any and all claims, expenses, judgments or actions, which may arise as a result of the exhibition of my property.

I have listed each item of my property which I wish to be exhibited and its approximate value attached to this release, and I have initialed the same.

****If you are signing on behalf of a group of exhibitors, you declare yourself to have the authority to do so and assume all related responsibilities.*

Organization (if applicable)

Signature

Print Name

Street Address

Title (if applicable)

Email Address

LEWES PUBLIC LIBRARY STAFF SIGNATURE & DATE

I hereby acknowledge that I have withdrawn my exhibit as described/listed attached to this form from the premises of the Lewes Public Library and declare that no damage to my property has been sustained.

Signature

Date

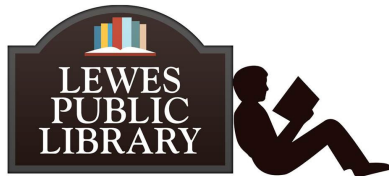


EXHIBIT APPLICATION

EXHIBITOR(S):	
ADDRESS:	
TELEPHONE:	
EMAIL:	
EXHIBIT MONTH REQUESTED: 1 st choice	2 nd choice
EXHIBIT NAME:	
REQUESTED EXHIBIT SPACE(S)	
<i>Select one or both</i> LOBBY LARGE MEETING ROOM	

I (WE) HAVE READ the Art Exhibit Policy and accept responsibility for compliance with the procedures and policy governing the use of the exhibit space at the Lewes Public Library.
****If you are signing on behalf of a group of exhibitors, you declare yourself to have the authority to do so and assume all related responsibilities.*

Signature

Date

Signature

Date

.....
FOR LIBRARY USE:

APPROVED

DENIED

Adult Program Coordinator Signature Date

SET UP DATE: _____

Yes No RECEPTION – Date: _____

REMOVAL DATE: _____