

## **ART DISPLAY POLICY**

### **Newfield Public Library**

The Board of Trustees of the Newfield Public Library feels it is desirable to display local and regional artists' works of art.

#### **Purpose of this Policy:**

- To establish guidelines for the display of artwork owned by community members in the Library.
- To establish the display coordinator's responsibilities.

#### **Guidelines:**

- Artwork will be displayed for approximately two months or a period of time agreed upon between the artist and the display coordinator.
- Each artist displaying work at the Library will complete an Exhibit Form prior to displaying their work. Included on this form is a list of items being displayed, contact information for the artist, a liability waiver and dates of the display. A copy of the form is attached.
- Artwork that a reasonable person would consider offensive or sexually explicit will not be displayed. The Library Board of Trustees will resolve any disagreements regarding appropriateness.
- The Library staff will immediately contact the Board of Trustees, display coordinator and the artist if any damage occurs to a piece of artwork while on display at the Library.

#### **Display Coordinator's Responsibilities**

- The display coordinator will be appointed for a one year term by the Board of Trustees and be chosen from the Newfield community, including Trustees and serves at the pleasure of the board.
- The display coordinator will report to the Board of Trustees, as needed, on any issues regarding artwork displayed and keep them updated on the display calendar.
- The display coordinator will be responsible for obtaining signed Exhibit Forms, making arrangements for set-up and removal of artwork, publicity, and thank - you's. A file will be maintained for this purpose at the Library.

Approved November 2006, revised July 2012

Newfield Public Library  
198 Main Street  
Newfield, NY 14867  
564-3594

**AGREEMENT - Artwork Exhibit Form**

This agreement between, \_\_\_\_\_,  
*Exhibitor's name*  
currently residing at \_\_\_\_\_,  
*Exhibitor's address*  
And can be reached at \_\_\_\_\_ or \_\_\_\_\_,  
*Phone number* *email address*

hereinafter referred to as "Exhibitor" and the Newfield Public Library, hereinafter referred to as "NPL", located at 198 Main Street, Newfield, New York.

The Exhibitor acknowledges that (s)he has read and fully understand the following agreement:

1. The library contact person regarding artwork displays is \_\_\_\_\_, Display Coordinator.  
Phone: \_\_\_\_\_ or email \_\_\_\_\_.
2. Insurance to protect an exhibitor's work while it is in the procession of and on display in the library is not carried by NPL. Exhibitors are encouraged to insure their own work.
3. NPL undertakes & accepts no liability for loss or damage of artwork being transported to or from the library, packed or unpacked, or exhibited in the library. Exhibitors understand that their work will often be unsupervised, and that the building will be open to all members of the community. The exhibitors agree not to hold NPL responsible for any damage or loss due to theft, vandalism, fire, water, wind, or other damages, loss or calamity while the exhibit is at the library.
4. Exhibitors shall defend, indemnify and hold harmless NPL, its employees, officers, volunteers and directors from any and all claims, actions, demands or other proceedings for any actual or alleged injury to persons or damage to property arising from any act or omission by the exhibitors.
5. The exhibitor is responsible for hanging or displaying artwork and for removal of all pieces at the end of the display term. All hardware required, other than fixtures the Library has installed, is the responsibility of the artist to supply. The Library will not store artwork for an artist. If exhibitor fails to remove all pieces at the end of term, NPL may remove it.
6. Exhibitors can advertise artwork for sale by clearly noting price and contact information on the piece being displayed. The Library is not responsible for, nor will it facilitate any sales transactions.
7. Exhibitors are encouraged to clearly identify their work, including putting their name and notes on the pieces displayed.

Exhibit Set-up Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

**Items Displayed :**

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**I have read and accept this agreement.**

**Exhibitor:**

**Date:**

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**Display Coordinator**

**Date:**

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