

EXHIBIT AND DISPLAY REQUEST FORM

Name _____

Address _____

Telephone _____ Email _____

Title and Details of Display or Loan

Arrangements/Restrictions: _____

Set Up Date _____

Removal Date _____

Location: (circle)

Renewal (long term loan only): _____

Grady Thomas / Gallery / Short Case/TBD by Library

1. The Acton Public Library, will not be responsible for insuring the item(s) against, nor be responsible to the owner for any loss or damage to the item(s) by any means whatsoever.
2. The exhibitor agrees to install display and dismantle display on dates agreed to with the Library Director or designee.
3. The Library decides the conditions of display, housing, and access to any exhibits or displays.
4. The Library will determine the following before accepting; is there space, and is the display timely and a benefit to the library and community.
5. The library will not accept items that require maintenance.
6. Long term loans will require a yearly review and initial of contract.

The above applicant agrees to adhere to these policies and conditions.

SIGNATURE (EXHIBITOR)

DATE

SIGNATURE (LIBRARY REPRESENTATIVE)

DATE

[] Copy to: Exhibitor

10/2019

Exhibit, Display, and Loan Policy

Purpose of Policy

The Acton Public Library provides space to showcase local artists, and local accumulators of special collections. These items are displayed for educational and entertainment purposes and selection does not imply endorsement of the artist's or collectors' views or themes. Works of art should be suitable for a family setting. These items are considered on short term loan to the library and have specific set-up and removal dates. The library shall not accept for exhibit or display any materials being offered for sale, will not facilitate sales of art or objects, and there will be no price tags allowed on the pieces.

Art Displays and Case Exhibits

There are three areas where artwork can be displayed:

- Grady Thomas (framed art)
- Gallery (framed art)
- Low case (framed art or memorabilia)

The library has an art hanging system installed in the Grady Thomas Room and in the Gallery to hold framed art.

These items are on display for a month at a time. The library decides the conditions of display, housing and access to any loans.

The Library cannot store any exhibit pieces. Because of the space limitations, the Library cannot generally accept as donations the artwork or collections it displays.

Artwork displayed in the Grady Thomas Room may not always be available for public viewing due to programs or meetings.

The Acton Library reserves the right to publicize exhibits. Exhibiting artists may prepare a letter-size sheet with information about their works, including how artists can be contacted, for posting during the exhibit.

Art on Long Term Loan

On occasion, the Acton Library will accept special art pieces to display in the interior or exterior of the library. These pieces must adhere to the above-mentioned criteria. In addition, we must know the intended length of the loan. Each year the loan contract must be renewed and initialed to make sure it is still acceptable to both parties. The loaner is responsible for all maintenance

and upkeep of the art on loan. The Library would appreciate two weeks advanced notice before the long-term art item(s) will be removed.

Bulletin Boards

As a community service, The Acton Public Library provides bulletin board space for posting notices that publicize services, programs, and events of interest to the Old Saybrook community. The library's bulletin boards are reserved for materials submitted by nonprofit organizations for civic, educational, or cultural purposes.

The two (2) bulletin boards in the front and rear entry ways are split; in half for library programs and half for community programs and information. The bulletin board under the main stairway focuses on public health information.

Flyers should be no bigger than 8.5 x 11 inches.

Flyers will be hung for a month before the event. Flyers with no end date will be hung for an appropriate amount of time.

Political advertisements are not permitted. No campaign or ballot-related literature will be posted on the bulletin boards.

Any and all flyers must be given to a staff member designated by the Director to approve and display. Approval for displaying notices will be based in part upon compliance with the terms of this policy, and in part upon the amount of bulletin board space available at the time.

Handouts

The Library will display (free) handouts from sources cited in the section above. The Library will accept and display multiple copies of newspapers or magazines of local or general interest, as space allows.

(Revised November 2019)