

Washington Public Library
Display Case/Exhibit Area Application

PLEASE PRINT

Date of application _____

Space being requested:

_____ Glass display case(s) _____ Gallery _____ Entrance Hallway wall

Name _____

Address _____
(Street) (City) (State) (Zipcode)

Telephone _____
(Day) (Evening)

Email address _____

Nature of display/exhibit _____

Month you would like to exhibit/display _____

Please check:

_____ I have read and will comply with the WPL Exhibits/Displays Policy.

_____ I have supplied proof of insurance.

_____ I will install and dismantle my exhibit/display in a timely manner.

Staff Use Only

_____ Approved _____ Denied _____ Proof of insurance received

Assigned to: _____ Display cases _____ Gallery _____ Entrance Hallway Wall

Date of Exhibit/Display _____

Approved by _____ Date _____

**Washington Public Library
Liability Release Form for Display Case/Exhibit Area**

Date of Exhibit _____

Name _____

I understand that by exhibiting my art in a public building it may become damaged/stolen and I release the Washington Public Library from the responsibility of any damages/theft that may occur.

In signing below, I assume risk of damages/theft of any kind as a result of displaying art in a public building. I hereby release The Washington Public Library and its employees from any liability, costs and damages/theft resulting in the use of the library's exhibit/display area.

Participant's signature / Date

If the participant is a minor:

I agree that the minor has my consent to display his/her work in the exhibit/display area.

Name of Parent or Guardian

Signature of Parent/Guardian / Date

Washington Public Library
Washington, MO

Exhibits/Displays

Use of Washington Public Library's areas for displays and exhibits is primarily for library and library-sponsored programs, thus the Library will have priority over other exhibits/displays. However, WPL recognizes that exhibits/displays are extensions of the library's cultural and educational services to its community. Exhibits/displays including works by local artists, collections belonging to local collectors, as well as informational exhibits/displays shall be permitted in the library's facility. All exhibits/displays shall be in accordance with policies approved by the WPL Board of Trustees.

The library does not evaluate the belief or purposes of sponsoring organizations and providing space for exhibits/displays does not imply endorsement by the library of any group, their ideas, or programs. Exhibitors may not list the Washington Public Library as a sponsor or co-sponsor of the exhibit or display unless authorized by the Library Director.

Exhibits/displays in the library will be viewed by individuals of all ages. The materials of the exhibits must therefore meet "a standard acceptable to the community," as determined, or in the sole discretion of the Library Director. Exhibits/displays must not interfere with normal library use. The Library reserves the right to review requests for display/exhibit space. Permission to use display space will be granted by the Library Director and is reserved under a first-come, first-served policy. Any cases of disagreement with the Director's decision may be appealed to the Board of Trustees whose decision will be final. The Library reserves the right to limit the size and length of exhibits/displays.

Available Space:

- Two lockable, glass display cases on the upper level
- The Gallery and Entrance Hallway wall on the lower level

Basic Policies:

1. All exhibits/displays must be appropriate for the area in which they will be displayed. Items being displayed must be appropriate for all age levels. Time, manner and placement of exhibits/displays will be considered by the library administration when determining appropriateness.
2. The purpose of exhibits/displays shall be for the edification or education of the public and not for the exhibitor's personal gain.

3. Library staff is not responsible for the arrangement, care, supervision, or dismantling of exhibit/display, but reserves the right to approve or disapprove of the handling of such.
4. Exhibitors must complete an application form and supply proof of insurance coverage for the exhibited items.
5. Washington Public Library is not responsible for any damages, theft or loss of items being displayed.
6. No permanent exhibits, gifts or museum materials will normally be accepted. Any offers of such exhibits or gifts shall be made to the Library Director who shall present the offer to the WPL Board of Trustees.
7. Hours of exhibits shall coincide with library hours unless special permission is granted by the Library Director or WPL Board of Trustees.

Rules:

1. Exhibits/displays must be scheduled in advance with library administration.
2. A copy of this policy shall be given to individuals prior to an exhibit being scheduled.
3. Exhibitors interested in reserving one of the display areas must complete a Display Case/Exhibit Area application and provide proof of insurance.
4. Library administration shall determine the duration of exhibits/displays.
5. Exhibitors may provide business cards or a sign with their name, address, web address, and telephone numbers. The sign shall not exceed 8 1/2"x11". Prices may not be attached to items or price lists included with the display.
6. The installation and removal of the display or exhibit is the responsibility of the exhibitor. Exhibitors must use library-furnished hangers for the display of art work. No exhibitor-supplied fixtures may be attached to the walls.
7. While the Library tries to avoid cancelling or suspending displays or exhibits, the Library reserves the right to do so if facilities are needed for library purposes. Every effort will be made to give as much advance notice as possible.
8. Any individual or organization wishing to prepare a press release about the exhibit must submit same to the library administration for review before publication or dissemination. The library reserves the right to write or edit all press releases.