

HICKORY PUBLIC LIBRARY

ART EXHIBIT POLICY

PURPOSE:

This Art Exhibit Policy is intended to provide guidelines for potential exhibitors and Library staff.

Application

Interested artists must complete and submit the Exhibit Application and Release Form which is attached as Exhibit A. Applications shall be completed in detail and signed by the individual submitting the application, or by an officer of the organization if a group's application. It is the responsibility of the signer to be aware of exhibit policies and to communicate these policies to all individuals participating in the exhibit. Incomplete applications will not be considered.

Selection Criteria and Process

The library seeks to present a variety of diverse exhibitions by local artists in the visual and literary arts and to promote awareness of local artists, Hickory Public Library, and Friends of Hickory Public Library. Artists and library staff must be mindful that the display area is used by all segments of the community and all age groups. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court or material that could lead to breach of peace or that advocates the violation of State criminal laws. The exhibit space may not be used for advertising for commercial enterprises or political candidates. The views in the works exhibited are those of the artists and are not necessarily those of Hickory Public Library, Hickory Public Library Advisory Board, or the City of Hickory.

Applications will be reviewed by a designated committee comprised of library staff. The committee will make recommendations to the Library Director who has final approval of the artists selected to be exhibitors. The library reserves the right to select individual works of multiple artists or provide an opportunity for a one person show.

The committee will determine the date and duration of an exhibit with the artist. The length of an exhibition will be a minimum of one (1) month and up to a maximum of three (3) months.

The committee must be notified of any changes in the information included on the submitted Exhibit/Display Application and Release Form. Upon receipt of such changes, the application shall be reevaluated to determine compliance with the provisions of this policy. The committee must be notified of all cancellations as early as possible. While the committee will do its utmost not to interfere with scheduled exhibits, the Committee reserves the right to cancel any exhibit for a Library, County, or City

sponsored exhibit. Every effort will be made to give as much advance notice as possible, and the cancelled exhibit will be rescheduled.

Installation and Removal of Artwork

The artist assumes total responsibility for the transportation of all work to and from the Library. All art must be suitably framed, with hanging apparatus (screw eyes and wire). Framed art work must be installed by the artist as directed by Library staff. Exhibits must be installed during library hours of operation. For each exhibited work, the artist is to provide the name of the work, artist's name, and medium. Prices may be displayed on individual works.

The artist is responsible for dismantling the exhibit as scheduled with the library staff exhibit coordinator. The exhibit space must be left in satisfactory condition. Artists using the space assume liability for damages to City property resulting from said usage, as assessed by the City.

If the Library must dismantle an exhibit because it is not removed as scheduled, the Library is not responsible for any damages to the artwork. Library staff will arrange a time with the artist to pick up removed artwork. The Library has discretion to determine the disposition of any work an artist fails to collect by the designated time.

Exhibition Hours

The exhibit area will be open to the public during hours set by the Library. It will be open at other times by request only during regular open hours of the Library.

Publicity

The Library will arrange for a press release to inform the general public about the exhibit. The press release will include information provided by the artist.

Participating artists are also encouraged to promote their exhibit through invitations and announcements. All promotional materials must be approved by the Library Director prior to distribution of the promotional materials. In addition, interested artists may arrange for a reception to be held at the library, at their own expense, provided appropriate space is available and the event is open to the public. An artist must obtain prior approval from the Library Director or his/her designee for any reception.

Sales and Commissions

Works of art may be offered for sale at the discretion of the artist. The library will not serve as sales agent but will provide contact information to interested persons. The artist is responsible for establishing prices for the artwork and for conducting the sale of any work directly with the purchaser.

Works that are not available for purchase must be designated "NFS" (Not for Sale). Works sold must remain on exhibit throughout the designated period.

Indemnification and Insurance

By signing and submitting the Exhibit Application and Release Form, artists selected as exhibitors have agreed to the indemnification provisions on the application. Artists who do not agree to the indemnification provisions are not eligible to be selected as exhibitors.

The City of Hickory will not insure artists' exhibits. Artists wanting insurance coverage for their works must obtain their own insurance policies.

APPROVED BY HICKORY CITY COUNCIL 12-2-14

EXHIBIT A

ART EXHIBIT APPLICATION AND RELEASE FORM

I, _____, hereby lend the works of art described below to Hickory Public Library for exhibit purposes only. In consideration of the privilege of exhibiting works of art in the library, I hereby release said library from responsibility for loss, damage, or destruction while the works of art are on display at the library.

Further, I hereby agree to indemnify the City of Hickory, its agents, and employees from all loss and/or expenses, including all costs and attorney’s fees, and to hold them harmless from any liability arising out of, or resulting from the exhibit, whether such injuries or damages are caused in whole or in part by the negligence of the library, its agents, servants, patrons, and/or employees.

Further, I agree to the following conditions:

1. The library reserves the right to determine space for all exhibits.
2. I am responsible for installing and removing the exhibit at prearranged times.
3. All installations must be done in a non-destructive manner and subject to prior approval of installations methods and hardware.
4. I agree to comply with all provisions of the Hickory Public Library Arts Exhibit Policy.

Exhibit to be held in the _____

Dates(s)/Month of exhibit _____

Description of materials loaned _____

Exhibitor/Contact Name _____

Address _____

Phone _____ home _____ cell _____ business

Email _____

Signature _____ **Date** _____

ART PICKUP

Signature _____ **Date** _____