



Exhibit Policy

Maplewood Memorial Library welcomes the opportunity to allow individuals, community groups and organizations to use the Library exhibit area and display case for exhibits of an artistic, cultural, educational, civic or recreational nature which support the Library's mission and enrich the quality of life of the residents of Maplewood.

Preference is given to area residents. Groups are invited to display provided that they elect one person to represent them and to coordinate their exhibit with the Library.

1. Maplewood residents and organizations will be given booking preference.
2. Exhibits are for one or two months, unless other arrangements have been agreed upon.
3. The Library Board reserves the right to refuse an exhibit.
4. The provision of exhibit spaces for public use does not constitute library endorsement of the beliefs or viewpoints expressed by exhibits or the individuals or groups responsible for an exhibit.
5. The Library can assume no responsibility for the preservation, protection, or possible damage or theft of any item displayed.
6. All work must be framed and wired, and hung using the Library's cable hanging system. No holes may be made in the walls. All exhibits are to be hung and displayed by the exhibitor after consulting with the library's Adult Programming coordinator. The library reserves the right to limit the number of pieces hung, and to request a change in the positioning of pieces.
7. Artwork may not be advertised, solicited or sold in the library or on library property. Artwork may not be priced while displayed. Interested buyers may contact the artist directly. Sold artwork may not be marked as such. If a sold item is removed, it must be replaced by another piece of work.
8. The library will hold a reception, which will include an Artist's Talk and live music. Refreshments will be provided by the exhibitor. The date will be mutually agreed upon by the Library and the artist.
9. An itemized appraisal must be filed with the application. An independent certified appraisal must accompany individual items valued in excess of \$5,000.
10. Digital images must be submitted with the completed application and agreement release forms. The display may not vary from the images. The images and forms will become the property of the Library.
11. Questions may be directed to programs@maplewoodlibrary.org.



Art & Music Reception Info Sheet

The library will host a reception for each monthly artist. The reception will include refreshments, an artist's talk and live music. The date will be mutually agreed upon by the Library and the artist. It will be held for one hour, 3:00-4:00 on a Saturday afternoon, unless other arrangements have been made.

The library can arrange for musicians to provide music for the receptions, but artists are welcome to ask friends, or a band they know, to perform.

Refreshments will be provided by the exhibitor. The library will provide serving platters, paper plates and cups, toothpicks, napkins, etc.

Suggested beverages: (no soda please)

- Water
- Seltzer
- Iced tea
- Juice
- Lemonade

Suggested foods: (no dips please)

- Cheese and crackers
- Fruit
- Cookies
- Chips/pretzels
- Other simple finger foods

The reception format is as follows:

- 2:30 pm: Musicians set up
- 2:45 pm: Refreshments are set out
- 3:00 pm: Music begins
- 3:20 pm: Artist's talk/ Q & A – this is generally 15-20 minutes
- 3:40 pm: Music resumes, attendees look at the artwork, chat with the artist, etc.
- 4:00 pm: Reception concludes

Questions? Please email programs@maplewoodlibrary.org



**Maplewood
Memorial Library**

Application for Exhibit Space

Name _____

Address _____

Telephone Number

(Home) _____ (Work) _____

Email _____

Insurance

Do you carry insurance for your exhibit? Yes _____ No _____

If yes, name of insurance company:

Policy # _____ Amount _____

If no, estimated value of exhibit to be on display: \$ _____

Exhibitors displaying collections valued in excess of \$5,000 or an individual piece valued at \$5,000 or more, must show proof of insurance. The Library claims the right to refuse display of pieces valued in excess of \$5,000. An independent Certified Appraisal must be furnished by exhibitors displaying art valued at \$5,000 or more.

Brief description of exhibit _____



Exhibitor's Agreement and Release

Date _____

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

I represent that the method and manner of exhibition of my property is agreeable to me and that the title of 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, concerning any claim or action against any of them because of my property and/or its exhibition.

Attached is an inventory with each item of property listed which I wish to be exhibited and its approximate value.

Signature _____ Address _____

Name (Please Print)

At the time that the exhibit is retrieved by the owner:

I hereby acknowledge that I have withdrawn my exhibit, as listed on the back of this form, from the premises of Maplewood Memorial Library and declare that no damage to my property has been sustained.

Signature _____ Print Name and Date _____