

EMMA S. CLARK MEMORIAL LIBRARY APPLICATION FOR ART EXHIBITS

Name (Group or Individual): _____

Exhibit Date: _____

Address: _____

Email: _____

Phone (home): _____ Phone (cell): _____

Title of your show: _____

Resident of Three Village Central School District? ____ Yes ____ No

Describe the items to be included in the proposed exhibit (medium, subject, number of pictures). You may hang between five and twelve pieces of art. The pictures should be of a size appropriate to the space and the artist must use the hanging rods in place to mount the pictures. Any damage to Library property will be the responsibility of the exhibitor.

If display is seasonal, which month would be appropriate?: _____

Please submit by email a brief biography or statement of artistic purpose which the library will edit and photocopy for distribution to: cassidy@emmaclark.org

For publicity purposes please send two samples of the work to be exhibited to cassidy@emmaclark.org

All artwork you wish to exhibit must be viewed by the display staff person. The display staff person will arrange to meet with you.

Please sign below and the "General Release of all Claims" on the back of this form.

Signature of Applicant: _____

For Library Use:

Approved: _____ Date: _____

GENERAL RELEASE OF ALL CLAIMS

This Agreement executed this month _____, day _____, year _____ by
and between _____ residing at

(hereinafter referred to as "Releasor"), and the EMMA S. CLARK MEMORIAL LIBRARY
(hereinafter referred to as "Library"), is a general release whereby Releasor extinguishes
his/her rights and claims against the Library as hereinafter set forth:

WITNESSETH:

WHEREAS, the Library agrees to display artwork and/or other like items which are the
property of Releasor for public display within the premises of the Library: and

WHEREAS, the Library agrees to allow Releasor to publicly display said artwork
(and/or other like items): and

WHEREAS, Releasor and the Library agree that Releasor shall hold the Library
harmless from any and all damages, theft, or other destruction, which may occur to said
artwork and/or other like items as a result of their being displayed within the Library.

NOW, THEREFORE, with the intent to be legally bound and in consideration of the
Library's agreement to display said artwork and/or other like items, the Releasor agrees as
follows:

1. The Releasor on behalf of himself/herself, his/her heirs, executors,
administrators, successors and assigns, hereby fully releases and discharges the Library from
any and all rights, claims, actions, and causes of action which the Releasor and his/her above-
mentioned successors may have against the Library arising out of any destruction, theft,
vandalism, or other like damage which may result to the artwork or other like items by virtue
of their public display within the Library.

2. This General Release is freely given and voluntarily executed by Releasor and
Releasor does not rely on any inducements, promises or representations made by the Library
except those specifically set forth in this Agreement.

3. The Releasor has read this Release and fully understands the terms used herein
and the consequences thereof.

4. This release may not be changed orally.

IN WITNESS WHEREOF, the Releasor and the Library have signed this Release as of the
day and year written above.

PLEASE READ CAREFULLY BEFORE SIGNING.

Releasor

Emma S. Clark Memorial Library

By: _____

EMMA S. CLARK MEMORIAL LIBRARY EXHIBITION POLICIES AND PROCEDURES ◀with Display Guidelines▶

Basic Policy Statement

The purpose of the Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an intellectual, cultural and informational center for the community. For the purpose of this policy the term "display" includes wall exhibits, enclosed display cases and bulletin boards.

The use, by individuals or organizations, of the Library's facilities for displays and/or exhibits, other than those which pertain to the Library, is not a right but a privilege which is subject to review by the Board of Trustees.

Exhibits/displays using these facilities shall further one or more of the following purposes:

- A. To promulgate matters pertaining to Library services, collections or programs;
- B. To bring together Library materials from several subject areas which relate to a theme or current interest;
- C. To highlight current issues, events or other subjects of public interest in an informational manner;
- D. To display arts, crafts, photographs and writings, especially those produced by residents of the Three Village Central School District;
- E. To publicize the activities of local non-profit organizations and agencies or to display interesting collections or hobbies of local residents.

Procedural Guidelines for Displays

Use of the display facilities must be scheduled in advance with the Library display staff person. Approval will be granted for only one display per month.

The length of an exhibit is one month.

Hours for exhibit shall coincide with hours that the Library is open.

Selection: Interested individuals/groups can obtain exhibit/display information and application form at the Reference Desk. Decisions regarding which exhibits will be accepted rest with the Library display staff person who must be shown all items to be included in the display prior to approval. All items exhibited must be appropriate for viewing by all members of the library community. The Library reserves the right to refuse display space to exhibits which, in its opinion, do not comply with its policy statement.

Library Security: Display facilities are designed to be reasonably secure; however, the Library is not responsible for the security of displayed items and a general release form must be signed by all exhibitors.

Insurance: As stipulated in the exhibit agreement, the Emma S. Clark Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever.

Prices: No prices may be listed in the exhibit area or provided by the Library staff.

Hanging and Removing Displays: No items shall be displayed until a signed Exhibit Application has been approved by the display staff person. The group or individual initiating the display must supply any labor and/or equipment necessary to mount the display and prepare and supply necessary identifying or explanatory signs. All pieces to be displayed should be framed and ready for hanging. Artists agree to leave their work for the period stipulated. The Library cannot arrange for frequent changes and rearrangements. The Library will not provide storage for the property of exhibitors.

Group Shows: In case of exhibits by more than one person, each artist must complete a signed exhibit agreement and list of items at the time of hanging or before.

Publicity: The Library will publicize all exhibits (given adequate lead time) in the Library's quarterly newsletter. Any additional publicity will be the responsibility of the exhibitor. Due to the location of the exhibit space it is not possible for the Library to allow opening receptions.

For Art Exhibits only:

Please email a copy of your brief biography and digital jpeg images of the works to be displayed to cassidy@emmaclark.org, including the month that your work will be exhibited. Thank you.

Policy approved: 2/14/01

Revised: 12/15/2010

Revised: 6/16/2021

Revised: 10/20/2023

Guidelines last updated: 6/1/2026