

## **ART EXHIBIT POLICY**

### **LYONS REGIONAL LIBRARY DISTRICT**

As space allows the Lyons Regional Library may host exhibitions and displays of paintings, photographs and sculpture and other media ("art works") for civic, cultural, educational and recreational purposes. Exhibit and display space is made available on an equitable basis to local, qualified individuals or groups with respect to artworks that best meet the standards for acceptance. Displaying artwork in the library enhances the library's environment for patrons and helps to promote local art and artists.

The Library reserves the right to review all materials to be displayed in advance. The Library reserves the right to make final decisions on the content and scheduling of all Art Exhibits.

1. Library sponsored or cosponsored exhibits take precedence over other exhibits at all times and the library reserves the right, without notice, to reschedule or cancel the use of the display areas by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes. The Library reserves the right to remove any material for any reason and hold for pickup.
2. The Library does not charge for the use of display and exhibition space.
3. The Library does not endorse content nor employ agreement or disagreement with the beliefs or viewpoints expressed in the exhibits and displays.
4. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.
5. No display or exhibit space may be used for commercial purposes.
6. Exhibits and displays should be appropriate in scale, material, form and content for the Library environment.
7. All work must be original.
8. Press releases and other promotional materials regarding the exhibit shall not imply endorsement by the Library of the viewpoints put forth in the exhibit.
9. Publicity shall be approved by the Library prior to distribution.
10. All exhibitors must sign the "Release and Indemnification agreement" prior to the installation of the exhibit.
11. The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of this policy.

#### **Responsibilities**

1. Individuals or groups desiring to use Library exhibition space must be reserved in advance. Exhibitors will submit a completed Application Form and prior to hanging will complete Release and Indemnification Agreement.

2. The Lyons Regional Library does not hold insurance for artwork on exhibit and is not responsible for loss of or damage to any of the artists' work.
3. The artist is able to tour the Library prior to applying so they are familiar with size limitations.
4. Exhibitors must adhere to the schedule of dates and times established for setting up and taking down artwork. All artwork included in the exhibit must remain hanging for the duration of the show. Library Staff will not assist with hanging or removing exhibits.
5. Exhibits must be removed within 24 of the end of the exhibit. The Library has no space to store any artwork. Artwork must be removed from the buildings immediately after the exhibit is dismantled.
6. Artwork must be ready to display with two-dimensional work having proper matting and/or framing.
7. The artist or artist's representative is responsible for both installing and taking down the exhibit.
8. Artists may host a public reception in one of the meeting rooms during public hours, in accordance with the Meeting Room Policy. Costs associated with receptions (including invitations, food, and beverages) are the responsibility of the artist.
9. Artists wishing to host a lecture or demonstration during the show must book a meeting room for that purpose.
10. The Lyons Regional Library District may include information on art exhibits on the library website and other public communications as applicable. Artists may create and distribute their own postcards or invitations to receptions.
11. The Lyons Regional Library District is not responsible for loss or damage to any artworks being exhibited or displayed. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to artworks being exhibited or displayed in the Library.
12. The Artist may apply a number on the frame of each work. Exhibitors are welcome to provide an artist statement available at the information desk; a telephone number and prices may be included to arrange for sales. The Library cannot engage in sales or referral for sales.

Adopted May 21, 2019

### **Application Form for Use of Exhibit Space**

Thank you for your interest in exhibiting at the Lyons Community Library. Please take a self-guided tour of the Library prior to applying so that you are familiar with size limitations.

The Library is not responsible for loss or damage to any items on display. The Library does not insure exhibits. The exhibitors assumes full responsibility for loss or damage to articles on display in the Library. All exhibitors must sign the "Release and Indemnification agreement" before any work is displayed.

The artist is responsible for installing the show and must be prepared to both hang and remove artwork on dates agreed upon.

Nothing may be glued or fastened directly to the Library's walls. You may, however stick a number on the frame of each work. Exhibitors are welcome to provide an artist statement with pricing information which will be available at the information desk; a telephone number may be included to arrange for sales. Prices may not be attached to the artwork. The Library cannot engage in sales or referral for sales.

The artist should take down the exhibit during daytime hours at a time arranged with the library. As a courtesy to exhibitors, The Lyons Regional Library District may include information on art exhibits on the library website and other public communications as applicable. Artists may create and distribute their own postcards or invitations to receptions.

Exhibitors may book the Community Room for a reception, to be arranged with library staff. Use of the Community Room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room policy.

**Artist Information**

Name:

Address:

Email:

Telephone:

Period planned for exhibit:

Title of Exhibit:

*Please send digital files of images of your artwork to [info@lyonsregionallibrary.com](mailto:info@lyonsregionallibrary.com)*

Describe work(s), including titles:

Please include a statement about your work or theme:

Will you be selling your works?

By signing this document, the artist allows the Lyons Regional Library District to use the digital images provided in their application on the LRDL website and in promotional materials. The Library will add watermarks on the website, so images cannot be used without the artists' permission.

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Signature & Date

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Signature of Library Representative & Date

Adopted May 21, 2019