



## Exhibit Policy

The Township of Washington Public Library (hereinafter referred to as “The Library”), is pleased to offer artists, collectors and organizations the opportunity to display their work to the community. Exhibit space is open to individuals and organizations. Organizations shall designate one person as a representative. Exhibit periods are to be arranged with a designated Library Liaison. Artists, collectors and organizations are hereinafter referred to as “The Artist”.

The Jack Kenney Community Room is furnished with a Walker art hanging system. A display case is available in the Library entrance. Glass doors are locked – entry is through the Local History Room.

Exhibits will be available for viewing during regular library hours. No admission may be charged. Exhibits will be available to viewing by the general public. Exhibits in the Program Room will be open when supervision is available.

**The Artist’s Representation:** The Artist hereby represents that the work being exhibited in the Library is either owned by the Artist or the collector or organization, and that the Artist, the collector or the organization, is duly authorized to display and/or offer the item for sale.

**Release:** The Artist or anyone that acquires an interest in the work being exhibited is hereby required to sign the attached release annexed hereto as Exhibit “A”.

**Application:** The Artist is hereby required to complete, sign and fulfill the requirements of the attached application annexed hereto as Exhibit “B”.

**Indemnification and Insurance:** **The Artist and/or anyone that acquires an interest in the work hereby assumes entire responsibility and liability for any damage or injury of any kind or nature that may result from theft or damage to an exhibit, in whole or in part, while on display at the library.**

The Library shall not be held responsible and is expressly relieved from any and all liability by reason of injury, loss or damage to any person or property in or about the premises occurring during the Artist’s use of the premises.

The Artist agrees to indemnify, defend and hold harmless The Library, their Trustees, Officers, Directors, employees, and agents from and against any and all such claims and further from and against any and all loss, cost, expense, liability, damage, penalties, fines or injury, including legal fees and disbursements that The Library their Trustees, Officers, Directors, employees, and agents may directly or indirectly sustain, suffer or incur as a result or arise out of any exhibition or reception by The Artist as stated herein to the extent permitted by law.



**Publicity and Promotion:** The library will provide limited publicity, but shall incur no liability for failure to do so, through press releases, the library newsletter, and website. Artists are responsible for providing their own promotional literature in bulk for the public. Artists or collectors shall provide legible descriptions and/or signage describing items on display.

**Installation and Removal:** All wall hanging flat artwork must be hung with a secure wire fixed to a frame. Artists and collectors are responsible for installing their own exhibits. Generally, exhibits shall be installed on the 1st day of the month and removed on the last day of the month during regular library hours. A descriptive inventory must be provided to the library director at the time of installation, including dimensions, media, and a brief description. Photographs are encouraged. No changes are to be made to walls or fixtures.

**Sales:** No sales will take place at the Library.

**Criteria:** Artists/collectors shall submit photographs representing the work to be exhibited along with an exhibit application. Library staff will review all applications. As the Library is open to children and families, the Library reserves the right to restrict exhibits to age-appropriate material.

This policy was approved by the Board of Trustees on March 18<sup>th</sup>, 2008.

This policy may be modified at any time.

TOWNSHIP OF WASHINGTON PUBLIC LIBRARY

Signed by: \_\_\_\_\_  
Laura Rifkin, Director

(THE ARTIST)  
X \_\_\_\_\_

In the Presence of : (Witness)  
By: \_\_\_\_\_



TOWNSHIP OF WASHINGTON  
PUBLIC LIBRARY

## Exhibit Guidelines and Application

### APPLICATION (Exhibit "A")

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Description/Medium \_\_\_\_\_

Title of Exhibit \_\_\_\_\_

Number of pieces to be displayed \_\_\_\_\_

Checklist of items to submit with application:

- Representational photographs of work (digital disc or e-mail preferred)
- List of titles and descriptions of items to be displayed
- Resume or biography
- Statement of theme or description of style and/or description of collection

I have read and will abide by all of the exhibit guidelines and the requirements of the agreement established by the Township of Washington Public Library and hereby accept their terms. I understand that the Township of Washington Public Library does not provide insurance or additional security for exhibits. My artwork / collection will be displayed at my own risk.

\_\_\_\_\_  
Signature Date

Please complete, sign, and return this form to:

Library Director  
Township of Washington Public Library  
144 Woodfield Road  
Township of Washington, NJ 07676





## Exhibit Guidelines and Application

### **Exhibit "B": RELEASE OF ANY CLAIM AGAINST THE TOWNSHIP OF WASHINGTON PUBLIC LIABILITY FOR LOSS OR DAMAGE TO PROPERTY AND COVENANT NOT TO SUE**

In consideration of granting me permission to exhibit my artwork on its premises, the undersigned hereby releases, forever discharges and covenants not to sue THE TOWNSHIP OF WASHINGTON PUBLIC LIBRARY their Trustees, Officers, Directors, employees or any of its agents and from any claim, causes of action, suits, controversies or demands whatsoever on account of any damage, loss or other claim based upon the exhibition of my property which is to be exhibited at THE TOWNSHIP OF WASHINGTON PUBLIC LIBRARY.

Dated: \_\_\_\_\_

Signature of Artist: \_\_\_\_\_

Witnessed By: \_\_\_\_\_