

EXHIBIT FORM for the M G Parker Library in Dracut

The Dracut Library is pleased to provide display/exhibit space to organizations and individuals as part of the library's mission to provide educational, recreational, appreciation of the arts, and cultural opportunities to the community. Such exhibits must be suitable for family viewing and be free of any political or religious content unless such content is for educational purposes and not for proselytizing and/or recruitment. The display space is not intended for entrepreneurial or commercial use. Areas for display include the library meeting room, the glass and wood display cases in the lobby, and other areas of the library which would require written approval.

Completed applications will be reviewed by the appropriate Library personnel. Final approval for all displays and exhibits rests with the Library. Generally, applicants will be considered on a first come basis with the understanding that displays originating from library personnel and directly concerning the Library and its event calendar or the Town of Dracut will take precedence over non-library related events.

Guidelines for Exhibitors:

- A completed application must be submitted. Omission of information may impede the timely progress of the application.
- Generally, an exhibitor may display his work not more than once in a twelve month period.
- Since the display areas are not monitored by the staff, each artist is strongly encouraged to insure their work. The Library is not responsible for any lost, damaged, or stolen articles and does not provide any insurance for exhibitor's works of art or items for display within the exhibit. A certificate of insurance is requested at least two weeks prior to the installation of an exhibit.
- Each exhibitor is required to sign a *release and indemnification agreement* which indemnifies the Library or the Town of Dracut for loss or damage to works on display.
- Exhibitors will notify the Library immediately in writing, if any item is damaged.
- No admission fee may be charged for the exhibit.
- Installation and dismantling the exhibit must be arranged at a mutually agreed upon time. Delays in set up or dismantling of exhibits may cause disruption to the Library and are grounds for the barring of future exhibit displays by said exhibitor in the Library. Library staff will not be available for such tasks nor can they be responsible for supplying tools and assistance to aid in the installation process.
- A list of all personnel associated with the installation and dismantling of the exhibit is required at least two weeks prior to the installation.
- The work must conform to the area designated by the Library so as to not create a safety or hazard issue for the Library building or its inhabitants.
- Nothing may be attached to the walls including but not limited to tape, thumbtacks, or adhesives. Any damage to the Library building resultant from these or other prohibited unauthorized means of displaying of materials is the sole responsibility of the exhibitor.
- Work must be securely and safely hung from the picture rail with the hooks provided by the Library or by materials with written approval from the

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appropriate library staff. The exhibitor must provide their own approved hanging material such as wires, nylon, cord etc. as well as approved signage.

- Artist may not change, add to, or remove any item in the exhibit during the agreed upon time, usually two to twelve weeks.
- Exhibits in the meeting room will be available for viewing only when the room is *not* being used for library programs or meetings. Any viewing outside of normal Library hours is at the discretion of the Library staff with arrangements made in advance. A cost for Library staffing outside of normal library hours may be requested.
- The artist may provide the viewing public with a brochure with relevant information and a price list, if applicable. No price tags may be attached to the pieces. The Library may keep the brochure at the circulation desk/and or reference desk for distribution purposes for the duration of the exhibit.
- Any sale of artwork must be handled exclusively by the artist and should be conducted off Library property. A donation for any resulting sales is appreciated.
- Opening receptions must be arranged separately and require the completion of the meeting room registration form found on the library's website at http://www.dracutlibrary.org/policy_meetingroom.htm. Please be aware that no alcoholic beverages are allowed in the Library or on Library property.
- The artist is responsible for publicizing the exhibit; however the Library reserves the right to include information on the exhibit and artist on its web page, signs, newsletters, flyers, etc.
- First time exhibitors may be required to submit two or more works of art for review. Solo artists must have a substantial body of work to display. Group displays must have a designated responsible person indicated on the application.

Stipulations and Conditions for Agreement:

- The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an agreement at any time.
- Insurance to cover any lost, damaged or stolen items is the sole responsibility of the artist.
- At the time of application, the exhibitor is required to submit a brief 150-300 word summary of the exhibit. A brief resume providing background information including educational background, relevant history, career highlights, and other details concerning the artist may be requested. Digital photographs depicting some of the artist's work may also be requested for the website.
- Content of displays does not imply an endorsement by the Dracut Library, its Trustees, Staff or the Town of Dracut.
- Criteria for selection will be based in part on:
 - Suitability and mass appeal of the subject matter
 - Ease of installation
 - Quality of the work
 - Local and regional interest
 - Community enhancement including historical or regional relevance