

## **DEEP RIVER PUBLIC LIBRARY**

### **Exhibit Policy**

The Deep River Public Library welcomes the opportunity to allow community groups, organizations or individuals to use the Library for exhibits of an educational, civic or recreational nature which will be of interest to Library patrons.

Artists or collectors interested in exhibiting their work or collections may be asked to provide photographs or examples of representative work before an exhibit is scheduled.

All exhibitors are required to sign an Exhibit Agreement, listing the contents of their exhibit and acknowledging receipt of a copy of the exhibit policy.

It is the responsibility of the exhibitor to set up and remove the display. The exhibit will be set up during Library hours at a time agreed upon with the Library Director. The exhibitor is responsible for ensuring that items to be displayed on walls are prepared for hanging and/or other display. The Library will provide hooks for hanging an exhibit.

Acceptance of an exhibit by the Library does not constitute any endorsement or support of the exhibiting group or individual. Art is displayed in public areas used by people of all ages, including very young children. The Library will not accept shows that are judged "inappropriate" or "offensive" to maintain a safe space for patrons.

The Library will make every effort to protect materials displayed but exhibitors should recognize that the Library is a public building used by a large number of people. Some insurance is provided through a general town policy, but if exhibitors feel that they need more coverage they must make their own arrangements.

Labels for exhibit items will be furnished by the exhibitor and must be neat. They are to be attached to or displayed with the exhibit items. They are not to be attached to the wall or exhibit case. The library will display a list of titles of items in an exhibit together with the exhibitor's address and/or telephone number if such information is provided by the exhibitor.

The Library reserves the right to publicize the exhibit and related events. The artist may not independently publicize the exhibit without permission of the Library Director. The Library may plan a formal opening or reception.

The exhibits are open to the public during Library hours. However, if an exhibit is displayed in the Library's Meeting Room, the room may be used for other programs and events. Persons wishing to view exhibits should check with the Library for availability of the Meeting Room. The Meeting Room, when not in use, shall be kept locked for security purposes.

Updated 11/13/23

**DEEP RIVER PUBLIC LIBRARY**  
**Exhibit Agreement**

Exhibitor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Title of Show: \_\_\_\_\_

Exhibition Period: \_\_\_\_\_ Installation Date: \_\_\_\_\_  
Opening Reception: \_\_\_\_\_ Removal Date: \_\_\_\_\_

**Exhibitor's Responsibilities:**

1. It is the responsibility of the Exhibitor to set up and remove the display. The Exhibitor will set up the exhibit during Library hours at a time agreed upon with the Library Director. The Exhibitor is responsible for ensuring that items to be displayed on walls are prepared for hanging. The Library will provide hooks for hanging the exhibit. The Exhibitor will furnish neat labels for exhibit items, which must be attached to the work itself; they may not be attached directly to Library walls.
2. Exhibits are displayed in a public area used by people of all ages, including very young children. The Library will not accept shows that are judged "inappropriate" or "offensive" to maintain a safe space for patrons.
3. Exhibitor will send written publicity materials, including biographical information and a statement of philosophy, two months in advance of exhibit opening, unless otherwise arranged.
4. Exhibitor will provide and mail personal invitations of the opening, if desired.
5. Materials are loaned to the Library at the owner's risk. Exhibitor agrees to indemnify and hold Deep River Public Library harmless from any liability for the works exhibited except if caused by the gross negligence of the Deep River Public Library, their employees, agents, or servants.

**Library Responsibilities:**

- The Library will provide publicity through standard marketing channels.

I have read this agreement, and accept the responsibilities set forth:

Exhibitor signature and date: \_\_\_\_\_

Library Director or Library Representative: \_\_\_\_\_

**DEEP RIVER PUBLIC LIBRARY**  
**Exhibit Agreement Display Case**

Exhibitor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

Type of Display: \_\_\_\_\_ Title of Display: \_\_\_\_\_

Exhibition Period: \_\_\_\_\_  
Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

Exhibitor's Responsibilities:

1. It is the responsibility of the Exhibitor to set up and remove the display. The Exhibitor will set up the exhibit during Library hours at a time agreed upon with the Library Director.
2. Exhibits are displayed in a public area used by people of all ages, including very young children. The Library will not accept displays that are judged "inappropriate" or "offensive" to maintain a safe space for patrons.
3. Exhibitor will send written publicity materials, including biographical information and a statement of philosophy, two months in advance of exhibit opening, unless otherwise arranged.
4. Materials are loaned to the Library at the owner's risk. Exhibitor agrees to indemnify and hold Deep River Public Library harmless from any liability for the works exhibited except if caused by the gross negligence of the Deep River Public Library, their employees, agents, or servants.

Library Responsibilities:

- The Library will provide publicity through standard marketing channels.

I have read this agreement, and accept the responsibilities set forth:

Exhibitor signature and date: \_\_\_\_\_

Library Director or Library Representative: \_\_\_\_\_