



# Exhibit Policy

Adopted: 08/2002

Revised: 10/2018

Reviewed: 02/2023

In our mission to “build community”, the library supports local artists. To enhance and increase the community’s appreciation of the arts, the Scott County Public Library shall provide gallery/exhibit space for artists.

Criteria used in selecting exhibits:

- Professional Achievement (i.e. a body of work from which to choose artwork for a library exhibition)
- General interest to the community
- Suitability to the library’s gallery space as determined by the Gallery Coordinator and the Executive Director

**Insurance:**

The Library does not insure exhibits. All reasonable precautions will be taken to protect artwork. The library is not responsible for reimbursement or replacement of lost, stolen or damaged artwork. Exhibitors will be expected to carry their own insurance.

**Guidelines:**

The Gallery Coordinator shall schedule exhibits in the library. Reservations for display space will not be made more than one year in advance without the knowledge and consent of the Gallery Coordinator.

The exhibitor agrees to provide prompt delivery and pick up of all artwork. The library shall be held harmless, and is not responsible for, the storage of artwork that is delivered in advance of an exhibition or that is not promptly reclaimed after an exhibit has ended.

Exhibitors must complete an application form and gain approval from the Gallery Coordinator before any artwork will be exhibited. The Scott County Public Library reserves the right to prohibit any person from displaying inappropriate artwork and items in the library.

Reasonable effort will be made to display exhibits in keeping with the artist’s vision. Ultimately, the Gallery Coordinator has the authority to move, remove, rearrange or amend an exhibit without the consent of the artist, should the need arise.

All exhibits shall be set up and removed on the dates determined by the Gallery Coordinator. A representative of the library shall supervise the set up and removal of all exhibits.

The exhibitor agrees to remain available to the Gallery Coordinator for questions, photos, media interviews and/or other promotional endeavors.

The sale of exhibited items is not permitted in the library. As part of their display, exhibitors are permitted to include promotional materials, including contact information for the sale of artwork.

In the unlikely event that it becomes necessary, the Library reserves the right to, without notice, cancel the use of the gallery area by exhibitors when the Executive Director or Board of Trustees determines that the gallery space is needed for library purposes.



# Application to Exhibit

I agree with the attached policy and understand the library does not insure exhibits. I understand all reasonable precautions will be taken to protect my artwork, but the library is not responsible for reimbursement or replacement of lost, stolen or damaged articles.

Name \_\_\_\_\_  
(Please Print)

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Date requested for exhibit:**

Set up date: \_\_\_\_\_

Removal date: \_\_\_\_\_

**Exhibit Outline:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ (Date)

This application has been reviewed and approved by:

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