



***RSPL***  
***Richfield Springs Public Library***  
*102 Main Street, Richfield Springs, NY 13439 315.858.0230*

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### **Art Display Policy**

The Richfield Springs Public Library (RSPL) seeks to recognize local artistic endeavors and to enrich the lives of community members. RSPL invites local and regional artists to display works of art on the available wall space in the library. Art exhibits provide an opportunity for artists and craftspeople to display their work with the understanding that the space is used regularly by people of all ages including children. Priority will be given to artists from the Richfield Springs area.

#### Purpose of this Policy:

- To establish guidelines for the display of artwork owned by community members in the Library.

#### Guidelines:

- Artwork will be displayed for approximately one month or a period of time agreed upon between the artist and the display coordinator.
- Each artist displaying work at the Library will complete an Exhibit Form prior to displaying their work. Included on this form is a list of items being displayed, contact information for the artist, a liability waiver and dates of the display. A copy of the form is attached.
- Artwork that a reasonable person would consider offensive or sexually explicit will not be displayed. The Library Board of Trustees will resolve any disagreements regarding appropriateness.
- The Library staff will immediately contact the Library Director, Board of Trustees, display coordinator and the artist if any damage occurs to a piece of artwork while on display at the Library.

#### Display Coordinator's Responsibilities

- The library manager will be responsible for obtaining signed Exhibit Forms, planning for set-up and removal of artwork, publicity. A file will be maintained for this purpose at the Library.

#### Applications

- Available at the circulation desk or on our website.
- Must have all requested information.
- Must include examples of work for review. Please submit photographs of original work.



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**AGREEMENT - Artwork Exhibit Form**

This agreement between, \_\_\_\_\_,  
*Exhibitor's name*

currently residing at \_\_\_\_\_,  
*Exhibitor's address*

And can be reached at \_\_\_\_\_ or \_\_\_\_\_,  
*Phone number email address*

Hereinafter referred to as "Exhibitor" and the Richfield Springs Public Library, hereinafter referred to as "RSPL", located at 102 Main Street, Richfield Springs, NY.

The Exhibitor acknowledges that (s)he has read and fully understand the following agreement:

1. The library contact person regarding artwork displays is Mindy Baker, Library Manager. Phone: 315.858.0230 or email [rs.mindy@4cls.org](mailto:rs.mindy@4cls.org); subject line-Art Display.
2. Insurance to protect an exhibitor's work while it is in the possession of and on display in the library is not carried by RSPL. Exhibitors are encouraged to insure their own work if desired.
3. RSPL undertakes & accepts no liability for loss or damage of artwork being transported to or from the library, packed or unpacked, or exhibited in the library. Exhibitors understand that their work will often be unsupervised, and that the building is open to all members of the community. The exhibitors agree not to hold RSPL responsible for any damage or loss due to theft, vandalism, fire, water, wind, or other damages, loss or calamity while the exhibit is at the library.
4. Exhibitors shall defend, indemnify and hold harmless RSPL, its employees, officers, volunteers and directors from any and all claims, actions, demands or other proceedings for any actual or alleged injury to persons or damage to property arising from any act or omission by the exhibitors.
5. The exhibitor is responsible for hanging or displaying artwork and for removal of all pieces at the end of the display term. All hardware required, other than fixtures the Library has installed, is the responsibility of the artist to supply. The Library will not store artwork for an artist. If exhibitor fails to remove all pieces at the end of term, RSPL may remove it.

6. Exhibitors can advertise artwork for sale by clearly noting price and contact information on the piece being displayed. The Library is not responsible for, nor will it facilitate any sales transactions.

7. Exhibitors are encouraged to post a biographical sketch to clearly identify their work and to put their name and notes on the pieces displayed.

Exhibit Set-up Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_

**Items Displayed:**

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**I have read and accept this agreement.**

**Exhibitor:**

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**Date:**

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**Display Coordinator:**

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**Date:**

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