

## **Roeliff Jansen Community Library Displays and Exhibits Policy**

An as educational and cultural institution, the Roeliff Jansen Community Library welcomes exhibits and displays of interest, information and enrichment to the community. Displays of artwork, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

The Board of Trustees/ Director shall review and approve in advance of display any material offered for display based on its suitability and availability. Application to exhibit should be mailed to the Director. Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors/Artists are responsible for the installation and removal of their displays. The Library does not provide porter service, storage space, or special furnishings.

The Library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. If security is a concern, it is recommended that the artist provide a "gallery sitter".

The Library does not carry insurance on artwork/items loaned to the Library for exhibit. The exhibitors must sign a release, an insurance waiver, before any artwork can be displayed in the Library.

Exhibits and displays may include information about the exhibit/exhibitor.

There will be a donation to the Library of 10% of the price of any works sold during the exhibit.

The following will be posted as part of all non-library exhibits or displays: "Exhibits are offered as a community service and do not carry the endorsement of the Roeliff Jansen Community Library." Signs will state that the articles on display should not be photographed or touched.

The exhibit rooms are multi-functional. Exhibits cannot in any way disrupt the normal routine of the library. Meetings, programs, or other events may be held in the space concurrent with the exhibition.

Approved by the Board of Trustees January 12, 2010

**Roeliff Jansen Community Library  
Insurance Waiver and Release**

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. I (WE) HAVE READ the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold harmless and release said Library from responsibility for loss, damage or destruction while they are on the Library property.

Exhibition to be held in the  
Community Room/\_\_\_\_\_ during \_\_\_\_\_

Description of materials loaned  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**Roeliff Jansen Community Library  
APPLICATION FOR EXHIBITION**

Exhibitor (s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Dates of Exhibit \_\_\_\_\_

Specific Times of Use of Room:

- Set Up: \_\_\_\_\_
- Opening: \_\_\_\_\_
- Removal: \_\_\_\_\_

Description of exhibit. Please attach list of items to be displayed.

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

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I (WE) HAVE READ the policy information and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space at the Roeliff Jansen Community Library.

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

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

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For library use:

Date \_\_\_\_\_ Approved and confirmed with applicant (s) \_\_\_\_\_

Please mail this completed form to: Director  
Roeliff Jansen Community Library  
P. O. Box 669  
Hillsdale, NY 12529