

DOVER PUBLIC LIBRARY EXHIBIT POLICY

The Library offers free use of designated spaces to informally exhibit artwork for public enjoyment. Organizations and individuals wishing to utilize the library for an exhibit must consult with the Assistant Library Director who will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit. Since we do not operate like a formal gallery, an admission fee may not be charged, the exhibit must be open to the public and the following requirements apply:

1. Exhibits are scheduled for approximately four weeks with dates and times being mutually decided upon between the exhibitor and the Assistant Director.
2. The Library has stationery S-hooks with wires installed which can be used for hanging art work from the molding. These hooks and wires may not be moved, removed or cut. No nails may be used in the walls nor any labels affixed to the walls without the consent of the Assistant Director. Each exhibitor is responsible for hanging his/her own art work, and for providing all necessary materials for organizing an exhibit. The library cannot provide any "manpower" to help organize or hang materials. The library provides two different sized ladders.
3. In the event that an exhibit is a display by various members of a group, the library cannot serve as a "drop off" or "pick up" point for artwork. All pieces should be brought in to the library by one or two persons. No more than two persons shall be in charge of the hanging or dismantling.
4. No prices may be posted ON the items in the exhibit or ON the walls; a small table is provided where a price list may be discreetly placed along with contact and artist bio information. Transactions for the purchase of an exhibit item shall be directly between the purchaser and the exhibitor. No sales may be made on the premises, nor can the library handle any monies connected to the exhibit.
5. Exhibit material which is sold during its display in the library may be *not* removed before the end of the exhibition period without the consent of the Assistant Director.
6. "Outside" publicity is the responsibility of the exhibitor except when the exhibit is co-sponsored by the Library. The Library reserves the right to publicize the exhibit through its own "in-house" avenues.
7. Exhibitors may only schedule special openings or other events without the permission of the Assistant Library Director. All arrangements must be approved by the Assistant Library Director at least two weeks prior to the planned event. No alcoholic beverages may be served. The event must be open to the general public.
8. The Library cannot assume financial liability for loss or damage. Since the exhibit may be in an unsupervised area, exhibitors should consider the possibility of securing private insurance if damage or theft are a concern. Exhibitors must sign a waiver of liability holding the Library, its employees and trustees, and the City harmless for any damage to, or loss of, loaned material.
9. Granting of permission to use Library facilities does not constitute an endorsement by the Library staff, the Library trustees, or the City of Dover, of the content of the Exhibit, the materials exhibited or of the Exhibitor(s).
10. Failure to abide by these requirements could result in denial of further requests to utilize Library exhibit spaces.

Adopted 10/4/07 by the Dover Public Library Board of Trustees

DOVER PUBLIC LIBRARY
EXHIBIT AGREEMENT
WAIVER OF LIABILITY

This Agreement is made the _____ day of _____
by and between the Dover Public Library and _____
(Lender)

1. That Lender wishes to loan to the Library _____
_____ to be exhibited for a period of 28 days.
2. That the Lender understands that his/her materials are loaned and exhibited at his/her own risk and that neither the Library Director or her staff, The Board of Library Trustees, nor the City of Dover shall be responsible for theft, vandalism, fire or other damage to the exhibit.
3. That the Lender will not bring any action against and shall hold the Library employees, the Library Director, the Board of Library Trustees and the City of Dover its agents and/or employees, harmless for any damage to the material loaned.

Cathleen Beaudoin
Director
Dover Public Library

(Lender)

DOVER PUBLIC LIBRARY
73 LOCUST STREET
DOVER, NH 03820
603-516-6050

EXHIBIT AGREEMENT CONTRACT

Date _____

Exhibitor's Name _____

Address _____

Telephone Number _____

I agree to exhibit my hobby, craft, or art work in the Dover Public Library from _____ to _____

I will contact the library one month before the scheduled exhibit time in order to arrange the exact time for setting up the exhibit.

I have read the Dover Public Library Exhibit Policy and agree to abide by the stipulations listed there.

Signed _____
(Lender)

