

Great Barrington Libraries Display and Exhibition Policy

General Guidelines for Use

1. Displays are for the enjoyment, education or enlightenment of the patrons of the Great Barrington Libraries or in cooperative benefit of the Friends of the Great Barrington Libraries and a Great Barrington based non-profit organization.
2. Applications must be submitted at least four weeks before desired use date.
3. Applications will be reviewed by the Library Director and the Board of Library Trustees.
4. A complete exhibit inventory must be submitted to the Assistant Director or Director one week before the installation.
5. Special events related to any exhibit will be coordinated separately with the Assistant Director.
6. Publicity should be coordinated and reviewed with the Assistant Director. The library must be supplied with biographical material and descriptions of the display for use in library publications when space permits.
7. The exhibitor is responsible for setting up and dismantling all exhibits in a time mutually agreed upon with staff members.
8. Holes may not be put in the walls.
9. Sale prices may not appear on the items.
10. Exhibitors are responsible for any sales transactions of exhibit items in the library.
11. Although the display cases are locked and the building is protected by burglar and fire alarms, the owners of the displays (and any other artwork) are urged to make sure they have sufficient insurance to cover vandalism, theft or any other damage that might occur. The Library is not responsible for theft or damage of items.

Application for Use of Library Exhibit/Display Space

Exhibitor Information

Name: _____

Contact Person, if a Group: _____

Address: _____

Telephone: _____

Exhibit Information

Title/Subject: _____

Medium: _____

Space Requirements: _____

Number of Pieces: _____

Preferred Dates: _____ to _____

Signature and Date: _____

LIBRARY USE ONLY

Approved Dates: _____ to _____

Authorized Signature: _____

Liability Waiver

Exhibit to be held in _____

Dates _____

I, _____, hereby lend the following works of art of other material to the Great Barrington Libraries for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release Great Barrington Libraries, the Town of Great Barrington and employees thereof from responsibility for any loss, damage, or destruction while they are in the possession of the library.

Description of materials on display:

Signature _____ Date _____

Print Name _____

Address _____ Phone _____