

The Raynham Public Library welcomes the opportunity to allow groups, organizations, or individuals the opportunity to use the library for art exhibits. Those interested in displaying their artwork should contact the Library Director. The rules/guidelines for displaying the artwork are as follows:

1. All artist(s) /groups(s)/ organizations(s) must sign an exhibit release form that releases the library from any responsibility for loss or damage to works on display. This form must be submitted to the Director of the Library before the exhibit set up date.
2. Artwork may be displayed up to up to a period of 60 days. The Library reserves the right to change, reschedule or cancel exhibits when necessary.
3. All art must be hung and removed by the artist(s) / group(s) / organizations(s). Library staff assistance is not available.
4. Works of art on display may be offered for sale, with prices established by the artists. The artist is responsible for conducting the sale of any work directly with the buyer, not through library staff. Works that are not available for purchase must be clearly designated "NFS" (Not For Sale). If a sale is conducted, a 10% commission should be made payable to the "Raynham Public Library."
5. For each work, the artist is to provide a display card or title label indicating the name of the work, the artist's name, medium and price.
6. The exhibit should be displayed by wire hanger. Please contact the Director of the Library prior to exhibit for approval if different means of displaying is necessary.
7. The exhibit will be on display during all regularly scheduled library hours. The Library's insurance policy does not include works on exhibit. Artists must provide their own insurance coverage. The Library is not responsible for loss or damages incurred while the exhibited items are in the library. All items placed in the library are placed there at the owner's risk.
8. Permission to reproduce or photograph any of the works accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
9. Permission to exhibit the materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view.

Approved Library Board of Trustees June 2009

Release:

I understand these rules and procedures and agree to all of the above. I also understand that the Raynham Public Library accepts no responsibility for loss or damage to works on display.

Name: _____

Signature: _____ Date: _____

Exhibition Date: _____

Address: _____

Phone Number: _____