

Dover Plains Library Displays and Exhibits Policy

The Dover Plains Library is an educational and cultural institution which welcomes exhibits and displays of interest, information and enrichment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Board of Trustees and the Director shall accept or reject material offered for display based on its suitability and the availability of display space.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. The Dover Plains Library does not carry insurance on artwork/items loaned to the Library for exhibit. All items placed in the Library are there at the owner's risk. The exhibitors must sign an Insurance Waiver & Release before any artwork can be displayed in the Library.

The area available to the public for displays and exhibits is the upper level reading area of the Library. Exhibits and displays may include information about the exhibit/exhibitor as well as prices to sell any items. The Dover Plains Library does not take part in the purchase transaction of any artwork/items to be sold. Exhibitor information will be provided to interested buyers and any transactions will be conducted between themselves. The Exhibitor will ensure that any item sold will either remain in the Library until the end of the exhibit or it will be replaced with another item. The Exhibitor will also notify the Director when any item has been removed.

Exhibitors/artists are responsible for proper and safe framing and hanging of work from the art display system. The library does not provide porter service, storage space or special furnishings.

Accepted by the Board of Trustees September 1, 2010

Dover Plains Library Display and Exhibit Insurance Waiver & Release

I, the undersigned, hereby lend the following works of art or other material to the Dover Plains Library for exhibit purposes only. I have read the policy information and understand that insurance for exhibited works is not provided by the Library and that in the event of loss or damage, I, the artist/owner/signatory, is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are on the Library property.

Exhibition to be held in the _____

On the Date(s) of _____

Description of Materials Loaned _____

Number of Items Loaned _____

Signature _____ **Date** _____

Name _____

Address _____

_____ **Telephone** _____

For Library Use:

APPROVAL BY BOARD _____

Date _____