

Holliston Public Library Art Policy

The Holliston Public Library allows artists to display their artwork for a limited period of time. Those interested in displaying their work should contact the Director and artists are chosen on a first come, first-booked basis. Representative examples of the work or photographs will be required. All exhibitors must complete, sign and abide by a library exhibit agreement. Preference will be given to Holliston artists, local non-profit organizations and schools. Exhibits for commercial purposes are not allowed. The artist may book the meeting room for a reception, subject to the library's meeting room rules. He or she will not be charged a fee to use the room.

The artist is responsible for arranging and dismantling the exhibit. The library staff is not available to assist the artist. If the artist requires hardware or equipment not owned by the library, he or she must provide it. Titles of works may be affixed to the frames or the artwork but nothing may be glued, taped or fastened directly to the walls or building. The library is not responsible for lost or damaged items. All artists must sign a waiver accepting full responsibility for the safety of any items in the exhibit. Presentation of artwork does not imply an endorsement of the exhibit by the Holliston Public Library, its Trustees or staff or the Town of Holliston. Press releases to local media are the responsibility of the artist.

All segments of the community and all age groups use the library and artwork must be appropriate for family viewing in a public place. Artistic displays are accepted at the discretion of the Director and the Library Board of Trustees. They reserve the right to decline an exhibit that is considered inappropriate for display.

The artist is responsible for conducting sales inquiries directly with a potential buyer, not through the library staff. The artist must provide a display card with his or her name, address and telephone for information inquiries. No pricing may be displayed in the exhibit or sales conducted on library property. Exhibits must remain in designated areas only. The library will make every effort to maintain exhibits in the arrangement constructed by the artist but reserves the right to disassemble it should unforeseen circumstances arise or in the event the artist does not do so by the agreed-upon date.

Adopted by the Library Board of Trustees on February 11, 2004

AGREEMENT FORM

NAME:

ADDRESS:

PHONE:

E-MAIL:

DATES OF EXHIBIT:

BRIEF DESCRIPTION OF EXHIBIT:

LIST OF ALL ART WORKS:

I have read and understand the library policy for the use of exhibit space and agree to abide by the rules. I hereby release the Town of Holliston and the Trustees and staff of the Holliston Public Library from responsibility for loss, damage or destruction of any artwork.

SIGNED: