



## Hillsdale Free Public Library Exhibit Guidelines and Application



### **HILLSDALE FREE PUBLIC LIBRARY GUIDELINES AND AGREEMENT**

**Statement of Policy:** The Hillsdale Free Public Library (hereinafter referred to as “The Library”) is pleased to offer artists, collectors and organizations the opportunity to display their work to the community. Exhibit space is open to individuals and organizations. Organizations shall designate one person as a representative. Exhibit periods are to be arranged with the library director. Artists, collectors and organizations are hereinafter referred to as “The Artist”).

The meeting room is furnished with a Walker art hanging system. 45 linear feet.

Three display cases are available along the lower lobby hallway. These measure 10” deep, 28” wide and 33” high. Glass doors are locked.

Exhibits will be available for viewing during regular library hours.

No admission may be charged. Exhibits will be available to viewing by the general public.

**The Artist’s Representation:** The Artist hereby represents that the work being exhibited in The Library is either owned by The Artist or the collector or organization is duly authorized to display and/or offer the item for sale.

**Release:** The Artist or anyone that acquires an interest in the work being exhibited is hereby required to sign the attached release annexed hereto as Exhibit “A”.

**Application:** The Artist is hereby required to complete, sign and fulfill the requirements of the attached application annexed hereto as Exhibit “B”.

**Indemnification and Insurance:** **The Artist and/or anyone that acquires an interest in the work hereby assumes entire responsibility and liability for any damage or injury of any kind or nature that** may result from theft or damage to an exhibit, in whole or in part, while on display at the library.

The Library shall not be held responsible and is expressly relieved from any and all liability by reason of injury, loss or damage to any person or property in or about the premises occurring during the The Artist’s use of the premises.

The Artist agrees to indemnify, defend and hold harmless The Library, their Trustees, Officers, Directors, employees, and agents from and against any and all such claims and further from and against any and all loss, cost, expense, liability, damage, penalties, fines or injury, including legal fees and disbursements that The Library their Trustees, Officers, Directors, employees, and agents may directly or indirectly sustain, suffer or incur as a result or arise out of any exhibition or reception by The Artist as stated herein to the extent permitted by law.

Policy updated and approved by the Board of Trustees on May 1, 2023.  
This policy may be modified at any time.

## Hillsdale Free Public Library Exhibit Guidelines and Application

**Publicity and Promotion:** The library will provide limited publicity, but shall incur no liability for failure to do so, through press releases, the library newsletter, and website. Artists are responsible for providing their own promotional literature in bulk for the public. Collectors shall provide descriptions and/or signage describing items on display. All fonts must at least 18 points, Arial for legibility.

**Installation and Removal:** All wall hanging flat artwork must be hung with a secure wire fixed to a frame. Artists and collectors are responsible for installing their own exhibits. Generally, exhibits shall be installed on the 1<sup>st</sup> day of the month and removed on the last day of the month during regular library hours. A descriptive inventory must be provided to the library director at the time of installation. Include dimensions, media, and a brief description. Photographs are encouraged.

**Receptions:** Artists may reserve a time to host a reception in the meeting room. Light refreshments and beverages may be offered. Invitations, refreshments, and clean up is entirely the responsibility of the artist. Alcoholic beverages may not be served. Receptions must be open to the general public. The provider of the refreshments shall be required to leave the reception area clean and trash free.

**Sales:** The Library does not impose a charge for exhibiting artwork (whether shown for sale or not), but we welcome exhibitor donations in support of the Library.

**Criteria:** Artists/collectors shall submit photographs or images representing the work to be exhibited along with their exhibit application. The Library Director will review all applications and may consult with the Library Board. In the event of denial of an application, the applicant may request review by the Library Board, to be conducted at the next regular meeting of the Board. Approval of applications may be based upon, among other things, artistic skill, quality of work, and adequacy of the Library's facilities.

**Severability:** In the event that any provision or any part of a provision of this Agreement shall be finally determined to be superseded, invalid, illegal or otherwise unenforceable pursuant to applicable laws by an authority having jurisdiction, such determination shall not impair or otherwise affect the validity, legality or enforceability of the remaining provisions or parts of provisions of the Agreement which shall remain in full force and effect as if the unenforceable provision or part were deleted.

Hillsdale Free Public Library  
Exhibit Guidelines and Application

APPLICATION

DATE: \_\_\_\_\_

Name: \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Description/Medium \_\_\_\_\_

Title of Exhibit \_\_\_\_\_

Number of pieces to be displayed \_\_\_\_\_

Checklist of items to submit with application:

- Representational photographs or images of work
- Resume or biography to be used in promotion of exhibit
- Statement of theme or description of style and/or description of collection
- Release of claim form

I have read and will abide by all the exhibit guidelines and the requirements of the agreement established by the Hillsdale Free Public Library and hereby accept their terms. I understand that the Hillsdale Free Public Library does not provide insurance or additional security for exhibits. My artwork / collection will be displayed at my own risk.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please complete, sign, and return all forms and attachments to:

Library Director  
Hillsdale Free Public Library  
509 Hillsdale Avenue  
Hillsdale, NJ 07642

**Hillsdale Free Public Library  
Exhibit Guidelines and Application**

**RELEASE OF ANY CLAIM AGAINST THE HILLSDALE FREE PUBLIC LIABILITY FOR  
LOSS OR DAMAGE TO PROPERTY AND COVENANT NOT TO SUE**

In consideration of granting me permission to exhibit my artwork on its premises, the undersigned hereby releases, forever discharges and covenants not to sue THE HILLSDALE FREE PUBLIC LIBRARY their Trustees, Officers, Directors, employees or any of its agents and from any claim, causes of action, suits, controversies or demands whatsoever on account of any damage, loss or other claim based upon the exhibition of my property which is to be exhibited at THE HILLSDALE FREE PUBLIC LIBRARY.

Signature of Artist: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_