

## Art Exhibit Guidelines and Policies Art Exhibit Policy

The Galesburg Public Library encourages local residents to display their own original works of art to the community. Art may be displayed in the Sanderson Meeting Room.

Applications for exhibits must be made through the Library Director and will be processed on a first-come, first served basis. Children and adults who have various degrees of maturity view library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full or in part.

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance with the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

Prior to display, the exhibitor will provide the Library Director with an itemized list of art items. Artists are encouraged to post a statement about their works.

The Library's insurance policy covers only items owned by the library. Artists must provide their own insurance coverage. All exhibitors are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit.

The following documents must be provided to and read by exhibitors: Art Exhibit Policy, Selection of Work for Exhibit, Application, Exhibition Guidelines, Release Agreement.

Board of Trustees  
Galesburg Public Library  
July 7, 2005

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