

Emma. S. Clark Memorial Library

**APPLICATION FOR TEEN ART EXHIBITS**

**Contact Information:**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Age/Grade \_\_\_\_\_

School \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Describe the items to be included in the proposed exhibit (medium, subject, number of pictures).  
You may display between 5 and 10 pieces of art.

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The pictures should be of a size appropriate to the space and the art must be framed or mounted on cardstock paper. The measurements of the display area are 10 feet wide, 12 inches deep and 20 inches high. Feel free to submit photocopies of your artwork for the display if you do not wish to display the originals.

- Artists must be Emma S. Clark Memorial Library cardholders in Grades 7 through 12
- Works must be suitable for open display in a public library
- The Emma S. Clark Memorial Library reserves the right not to display works that do not adhere to the guidelines contained in this application.
- All artwork submitted must be solely the original work of the artist.
- Applications will be considered on a first come, first served basis.

Let us know which month you would like to display your work. Please pick 6 different months in order of preference over the next 12 month time period that are convenient for you – we cannot guarantee that we will be able to exhibit your work during a specific time period but we will make every effort to accommodate your request.

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All artists must electronically submit a brief biography and/or statement of artistic purpose on a Microsoft Word document, which the library will edit and photocopy for distribution. This statement must be e-mailed to Nanette Feder, Teen Services Librarian at [teens@emmaclark.org](mailto:teens@emmaclark.org) at least one week prior to your exhibition.

We will be featuring your artwork on our website and/or Facebook page while it is on display in the library. Please send two samples of the work to be exhibited to Nanette Feder, Teen Services Librarian, along with your biography and/or statement of artistic purpose.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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For Library Use:

Approved \_\_\_\_\_ Date \_\_\_\_\_

Enc: Exhibition Policies and Procedure

7/31/12

**Please note that teen and a parent/guardian must sign the "General Release of all Claims" attached to this form.**

GENERAL RELEASE OF ALL CLAIMS

This Agreement executed this month \_\_\_\_\_, day \_\_\_\_, year \_\_\_\_\_ by and between \_\_\_\_\_ residing at \_\_\_\_\_

(hereinafter referred to as "Releasor"), and the EMMA S. CLARK MEMORIAL LIBRARY (hereinafter referred to as "Library"), is a general release whereby Releasor extinguishes his/her rights and claims against the Library as hereinafter set forth:

WITNESSETH:

WHEREAS, the Library agrees to display artwork and/or other like items which are the property of Releasor for public display within the premises of the Library: and

WHEREAS, the Library agrees to allow Releasor to publicly display said artwork (and/or other like items): and

WHEREAS, Releasor and the Library agree that Releasor shall hold the Library harmless from any and all damages, theft, or other destruction, which may occur to said artwork and/or other like items as a result of their being displayed within the Library.

NOW, THEREFORE, with the intent to be legally bound and in consideration of the Library's agreement to display said artwork and/or other like items, the Releasor agrees as follows:

1. The Releasor on behalf of himself/herself, his/her heirs, executors, administrators, successors and assigns, hereby fully releases and discharges the Library from any and all rights, claims, actions, and causes of action which the Releasor and his/her above-mentioned successors may have against the Library arising out of any destruction, theft, vandalism, or other like damage which may result to the artwork or other like items by virtue of their public display within the Library.

2. This General Release is freely given and voluntarily executed by Releasor and Releasor does not rely on any inducements, promises or representations made by the Library except those specifically set forth in this Agreement.

3. The Releasor has read this Release and fully understands the terms used herein and the consequences thereof.

4. This release may not be changed orally.

IN WITNESS WHEREOF, the Releasor and the Library have signed this Release as of the day and year written above.

**PLEASE READ CAREFULLY BEFORE SIGNING.**

\_\_\_\_\_  
**Signature of Teen Applicant**

\_\_\_\_\_  
**Signature of Parent or Guardian (required)**

**Emma S. Clark Memorial Library**

By: \_\_\_\_\_

**EMMA S. CLARK MEMORIAL LIBRARY**  
**EXHIBITION POLICIES AND PROCEDURES**

## **Basic Policy Statement**

The use, by individuals or organizations, of the Library's facilities for displays and/or exhibits, other than those which pertain to the Library, is subject to review by the Board of Trustees.

The purpose of the Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an intellectual, cultural and informational center for the community. For the purpose of this policy the term "display" includes wall exhibits and enclosed display cases and bulletin boards. Exhibits/displays promulgating matters pertaining to Library services, collections or programs shall have first priority.

- A. to highlight current issues, events or other subjects of public interest in an informational manner;
- B. to display arts, crafts, photographs and writings, especially those produced by residents of the Three Village Central School District;
- C. to publicize the activities of local non-profit organizations and agencies;
- D. to display interesting collections or hobbies of local residents.

## **Guidelines For Displays**

Current areas for display include designated art display area near the video collection, and the display case. Use of the display facilities must be scheduled in advance with the Library display person. Approval will be granted for only one display per month.

The length of an exhibit is one month.

Hours for exhibit shall coincide with hours that the Library is open.

Selection. Interested individuals/ groups can obtain exhibit/display information at the reference desk. Decisions regarding which exhibits will be accepted rest with the Library display staff who must be shown all items to be included in the display prior to approval. All items exhibited must be appropriate for viewing by all patrons of the library.

The Library reserves the right to refuse display space to exhibits which, in its opinion, do not further comply with its policy statement.

Library Security. Display facilities are designed to be reasonably secure; however, the Library is not responsible for the security of displayed items and a general release form must be signed by all exhibitors.

**Insurance.** As stipulated in the exhibit agreement, the Emma S. Clark Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever.

**Prices.** No prices may be listed in the exhibit area or provided by the Library staff.

**Hanging And Removing Displays.** No items shall be displayed until a signed Exhibit Agreement form has been approved by the display staff person. The group or individual initiating the display must supply any labor and/or equipment necessary to mount the display and prepare and supply necessary identifying or explanatory signs. All pieces to be displayed should be framed and ready for hanging. Artists agree to leave their work for the period stipulated. The Library cannot arrange for frequent changes and rearrangements. The Library will not provide storage for the property of exhibitors.

**Group Shows.** In case of exhibits by more than one person, each artist must complete a signed exhibit agreement and list of items at the time of hanging or before.

**Publicity.** The Library will publicize all exhibits (given adequate lead time) in the Library's quarterly newsletter and will prepare an informational sheet based upon the information prepared by the artist in the biographical data forms. Any additional publicity will be the responsibility of the exhibitor. Due to the location of the exhibit space it is not possible for the Library to allow opening receptions.

**Policy Approved: 2/14/01**

**Revised 12/15/2010**