

ART EXHIBITS POLICY

The Warrenville Public Library District provides access to the intellectual and cultural resources of the community, including works of art.

The Library welcomes groups, organizations or individuals to exhibit art in the Library.

Any artist interested in exhibiting at the Library must submit an Artist Application, signed Waiver of Liability/Policy Agreement, photos of 4-6 works to be displayed and an artist statement. Upon receipt of an Artist Application, the Library Director or designee will review the application and communicate with the artist regarding suitability of the exhibit, selection of works and scheduling.

Exhibits are approved and scheduled by the Library Director or designee. Preference is given to Library District residents and organizations.

Depending on availability of display space, an exhibit may be scheduled for a minimum of one month up to a maximum of two months. Artists are limited to one exhibit per calendar year. Schedules are approved on a first come, first served basis.

The Library assumes no responsibility for the preservation, protection or possible damage or theft of materials exhibited. All items placed in the Library are at the owner's risk. There is no insurance coverage on any exhibit arranged with the public. The owner must carry his own insurance if so desired.

Artists who exhibit their work at the Library agree to the following:

1. The Library has the final decision on the approval, schedule and arrangement of all exhibits and displays. The Library reserves the right to reject any or all parts of an exhibit or change the manner of display.
2. Each individual artist displaying work, whether solo or as a member of a group, must sign the Waiver of Liability/Policy Agreement.
3. Framed artwork is preferred. All artwork must have a properly secured mechanism on the back for hanging.
4. Artists must supply an artist statement for use by the Library.
5. All Artwork must have a title card appropriate for mounting next to each piece of art. The title card must include the artist name, title of work and medium.
6. Artwork does not need to be for sale. If the artwork is for sale, the artist must supply a price list that includes the artist's name, contact information, titles of works and prices. The Library will not display the price list but will share it with interested individuals upon request. Prices may not be on the face of the artwork or the title card. The Library will receive no fees or commissions in connection with any exhibit or display. Transactions for the purchase of exhibit items will be between the artist and the purchaser.
7. A Library staff member will photograph and sign in all artwork when installed. Library staff will sign out all artwork when removed. Artwork must be installed and removed on agreed upon dates.

8. All artwork must stay on display for the entire period agreed upon for the exhibition.
9. All publicity in connection with any artwork/exhibition must be approved by the Library.

Display Space Available

1. Quiet Room
Area measures 228 inches wide
by 60 high
Display system has 6 hooks for display



2. Teen Lounge
Area measures 192 inches wide
by 48 inches high
Display system has 6 hooks for display



Policy Revision Log
Approved 3/21/2018, effective 4/1/2018

**WARRENVILLE PUBLIC LIBRARY DISTRICT
ARTIST APPLICATION**

Thank you for your interest in exhibiting your artwork at the Warrenville Public Library District (Library). The following guidelines will help you understand the selection and exhibit process. For additional information, please contact the Library Director at 630/393-1171 x118. This Artist Application must be signed and submitted with the Waiver of Liability/Policy Agreement.

- Complete and submit signed (1) Artist Application and (2) Waiver of Liability/Policy Agreement.
- Submit photos of 4-6 works to be displayed. Photos may be submitted in digital format or posted on a website. Photos submitted will not be returned.
- Submit an artist statement (brief biographical statement suitable for publication).
- Applications are accepted at any time. Exhibit schedules are assigned on a first come, first served basis.
- Applicants must be available to meet with Library staff to determine if and how artwork can be installed.
- If approved, applicants will be notified via email or phone and an exhibit date will be scheduled.
- If the Applicant is a group or organization, a signed Waiver of Liability/Policy Agreement from each individual artist must be attached to this application.
- Artist and Library will agree on time for installation and removal of exhibit. Artist will be present to install and remove artwork on agreed upon dates.

Today's Date _____

Name _____ Signature _____

Organization Name _____

Phone _____ Email _____

Art Medium _____

How many pieces of art are available to exhibit? _____

What months are you available to exhibit? _____

Submit requested materials to Warrenville Public Library District, 28W751 Stafford Place, Warrenville, IL 60555 or director@warrenville.com.

**WARRENVILLE PUBLIC LIBRARY DISTRICT
ARTIST WAIVER OF LIABILITY / POLICY AGREEMENT**

Waiver of Liability

I hereby voluntarily assume the risk of any loss, injury or damage to myself or property, which in anyway arises out of the use of Warrenville Public Library District facilities for exhibition of artwork. Further, I do hereby waive any claim against the Warrenville Public Library District and its agents, servants and employees, arising from said loss, injury or damage and do covenant not to sue the Warrenville Public Library District thereon, regardless of whether such loss, injury or damage is caused in whole or in part by negligence of said Library District or by the negligence of the agents, servants and employees of the Library District.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLAIMER STATEMENT AND WAIVE AND RELEASE ALL CLAIMS. I HAVE READ AND AGREE TO THE GUIDELINES SET FORTH IN THE LIBRARY'S ART EXHIBITS POLICY.

Today's Date _____

Artist Name _____ Signature _____