

WINCHESTER PUBLIC LIBRARY - 80 Washington St., Winchester, MA 01890

Application Form for Use of Exhibit Space

Thank you for your interest in exhibiting at the Winchester Public Library. Please take a self-guided tour of the Library prior to applying so that you are familiar with size limitations. Artwork may be displayed on the first floor in the small Meeting Room, on either side of the entrance to the large Meeting Room, on either side of the donor plaque in the Reference Room, and on the second floor in the oversized book area and outside the entrance to the Local History Room. Some areas are framed in wood and the art must be sized to conform to these restrictions.

Individuals and groups who have been given exhibit space through the Library's *Committee on Art Exhibits* are encouraged to review the Library's policy on using display and exhibit space.

The Library is not responsible for loss or damage to any items on display. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to articles on display in the Library.

The artist or exhibitor must designate one person who will be responsible for hanging and removing the exhibit. The exhibitor must coordinate dates for hanging and removing an exhibit through the office of the Library Director. Library staff is not available to assist with hanging exhibits.

The Library's hanging system allows for some flexibility in height and location of paintings. No additional hooks, nails, or other fasteners will be attached to the walls of the Library. Additional hangers are available.

Titles of paintings and other works of art may be fastened to the frames or the artwork. Nothing may be glued or fastened directly to the Library's walls. The exhibitor may indicate that works are for sale and may display the exhibitor's name and telephone number to arrange sales. A typed 8½ x 11 price list may be displayed in the reference area near the artwork. Prices may not be attached to the artwork. The Library cannot engage in sales or referral for sales.

As a courtesy to exhibitors, the Library will facilitate publicity about the exhibit with local newspapers. Exhibitors should provide press releases to the Library Director who will forward them to the local papers and to the Boston Globe calendar pages.

Exhibitors may book the Library's Meeting Room for a reception. Use of the Meeting Room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room policy.

Name _____

Address _____

Telephone _____

Dates of Exhibit _____

Title of Exhibit _____

I have read and understand the Library policy for use of exhibit space. I hereby release the Town of Winchester, its officers, agents and employees, the Board of Trustees of the Winchester Public Library, and its Committee on Art Exhibits, from responsibility for loss, damage, or destruction of any artwork.

Signed _____ Date _____
(March 24, 2009)

