

EXHIBIT USE AND GUIDELINES

Space Descriptions

Hanging Artwork

Lincoln Public Library offers temporary space appropriate for small or large hanging exhibits. Currently, space is available at various locations in the Twelve Bridges Library. The Library is only responsible for providing the space for hanging. At the Library discretion, exhibit information may be added to our Art Tour brochure, or when digital images are provided, may be added to the Library's web site.

Display Cases

Four locked glass display cases are available for use. Two small cases are located in the foyer. The other two are located at the entrance to the Library proper.

Easel Display

Four lightweight easels may be available for displays.

Exhibit Requests and Approval Procedures

1. Exhibitors must fill out an Exhibit Request Form.
2. Exhibitors must review exhibit space prior to submitting any request.
3. All exhibits are reviewed and approved by the Library Art Committee under the direction of the Director of Library Services.
4. Exhibits are booked on a first-come basis and should be requested well in advance of the desired exhibit date.
5. If the exhibitor cannot meet the schedule agreed upon, the Library should be notified at least one week in advance. Failure to notify may result in loss of exhibit privileges.

GUIDELINES FOR EXHIBITORS AND SPONSORS

Installation and Dismounting

1. Exhibitor will assume full responsibility in planning and arranging the installation and dismantling of the exhibit in compliance with the scheduled time period.
2. Exhibitor must work with the Art Committee in setting up all exhibit needs. The exhibitor is responsible for working with the Art Committee on the installation, removal, labeling, signage, and logistics.
3. Exhibitor will meet with an Art Committee representative before installation to go over the installation instructions and delivery procedures.
4. Exhibitor must bring their own supplies.
5. Exhibitor will pay any special costs incurred in mounting the exhibit, including the repair of any damage to the building or library property caused in the installation or removal of the exhibit.
6. Exhibits must not create a physical hazard or impede regular library use. The Library does not have adequate space to store packing boxes or artwork that has been left behind. If artwork has been left behind without special arrangements, the library will make arrangements to dispose of artwork.

Security and Insurance

1. Exhibits are afforded the same security protection as that of other library property. Any additional security desired must be arranged and paid for by the exhibitor.
2. City insurance does not cover exhibit materials. It is suggested that exhibited items be insured by the exhibitor. The Library, City of Lincoln, Sierra College, Western Placer Unified Schools District, their employees, students, volunteers or patrons, assume no liability.

Receptions

1. Use of the Library for reception(s) held in conjunction with an exhibit, requires that the exhibitor fill out the Room Use Agreement. Cost is associated with most rooms, so please read the policy and agreement and submit a completed application if interested.
2. All receptions must be open to the public.
3. Publicity, arrangements, and cost of reception are the responsibility of the exhibitor.

EXHIBIT REQUEST FORM

Exhibitor: _____

Artist (if other than the Exhibitor): _____

Organization (if applicable): _____

Contact (s) for Installation: _____

Address: _____ City: _____

Phone Number: _____ Alt. Number: _____

E-mail: _____ Library Card Number: _____

Set Up Date: _____ Removal Date: _____

Type of Display Area Requested (please circle one)

Wall Space

Glass Display Case

Other

Exact location must be prearranged with Art Committee, once exhibit is approved.

Title of Piece(s): _____

Artist Biography (limit 100 words): _____

An edited version of the description may display on the library website.

More Exhibit Information:

- I will be sending digital images to the Library via e-mail or on electronic media (CD-Rom or Flash Drive) for use on the Library's website to announce the upcoming exhibit.
- I am not able to include digital images but agree that a Library staff member may photograph artwork, after exhibit has been installed, for use on the Library's website.

I agree that the use will be consistent with the Library Exhibit Policy and will comply with the procedures and limitations specified in the Library Exhibit Agreement.

Signature _____

Date _____