

Gallery and Exhibit Policy

As a public service, the Library will make limited space available within library buildings to display artwork and collections completed by members of the community. These consist of a gallery wall, a large display case catering to adult and young adult interests, and a small display case catering to the interests of children. The following guidelines will be in place regarding these displays.

1. The Library Director must approve all submissions, and exhibitors will be responsible for arranging displays.
2. Potential exhibitors must complete the Gallery and Exhibit Application and Release Form. ([link](#))
3. Displays will usually be presented for a month. Individuals and organizations may show their work for one month per year.
4. The Library is not responsible for the damage or loss of any submitted items or information. The Library and the City of South Burlington will be held harmless for damage to items that are displayed by the public.
5. The library does not endorse nor take a position on any of the views presented in displayed artwork, and the library may refuse any pieces deemed inappropriate for an exhibition.
6. Displaying local artwork for public viewing is the purpose of the display spaces. Additionally, authors and artists may, at the discretion of the Director, sell their work when displayed. All sales will go directly through the artist.
7. Exhibits/displays that are not removed on or prior to the date established by Library management will be removed by the library. Any expense for such removal becomes the responsibility of the exhibitor.

I agree that I have read and will abide by the rules of the Library Gallery and Exhibit Policy. I hereby release, indemnify and hold harmless the Library and the Library Board of Trustees from any claim, suit, or loss related to this exhibit/display.

Print Name: _____

Signature: _____

Organization Name: _____

Org. Address: _____

City: _____ State: _____ Zip: _____

Date: _____

Phone # Day: _____ Evening: _____

E-mail Address:

Description and Title of the Exhibit / Display: _____

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Number of Items to be Displayed: _____

Exhibit/Display Format: circle all that apply

Tabletop

Freestanding panels

On easels

Separate 3 – dimensional objects

Framed artwork

Prints

Photos

Other: _____

Library Name: _____

Location in the Library: _____

Exhibit Set Up Date: _____ Exhibit Take Down Date: _____

Approval By: _____

Date of Approval: _____