

Art Display Policy

Approved by Library Board of Control, Date: Feb 2017

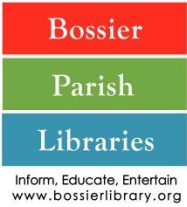
Introduction

In keeping with its vision and mission to meet the educational and recreational needs of the community, the Bossier Parish Library offers display space at various branches for local and regional artists to display their original works of art. The purpose of the art exhibits is to enrich the library experience for patrons and to provide a venue for artists to display their creations to the public. The presence of any particular display does not indicate endorsement by the Library or its Board of Control.

Regulations

An artist or organization requesting display space must agree to adhere to the following terms and conditions.

- Display spaces are available on a first-come, first-served reservation basis
- Proposals must be submitted at least two months before the exhibition display date
- Artists must include 2 sample art pieces with proposal (samples can be delivered in the form of an email, web page address or print)
- All art exhibitions must be approved by a Branch Manager or the Reference Librarian (Central Library) who will determine if a proposed exhibition is appropriate for a library setting
- Setup and take down of exhibitions is the responsibility of the artist
- Appropriate, durable framing must be used for hanging art and must be mount ready
- Art exhibits must contribute to and not detract from the general appearance of the library facility and must not interfere with the general operation of regular library activities
- No organization or individual shall be permitted to sell or advertise for sale any pieces of art in the library or place a receptacle for the purpose of soliciting donations
- Exhibitors may display and make available contact information (business cards or small signs)
- The Library will take reasonable precautions to safeguard the exhibited artwork; however, the library assumes no responsibility for the preservation, protection or possible damage or theft of any item on display
- All items placed in the library are done so at the owner's risk and the library does not offer insurance coverage for displayed items



Art Exhibition Proposal Form

Date: _____

Branch: _____

This is an exhibit for: an individual artist Organization/Group of Artists

Artist or Organization Name: _____

Exhibit Name: _____

Organization Primary Contact Person: _____

Address: _____
Street State Zip

Phone: _____ Email: _____

Artistic Medium (oils, mixed media, photography, etc.) _____

Number of pieces to be displayed: _____

Requested Exhibit Month(s): _____

Set-up date: _____ Take-down date: _____

Set-up Needs: Wall Space Floor Space (if available)

How did you hear about the library's art display space? Website Newsletter
 Newspaper Word of mouth Other _____

Submit this form with 2 sample images of the work to be exhibited, at least 2 months before proposed opening date to the library where you would like to display your artwork.

I have read and agree to comply with the Bossier Parish Library Art Display Policy.

Printed Name

Signature

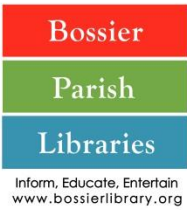


Exhibit Release Form

I, the undersigned, hereby agree to display the approved works of art or other materials at the Bossier Parish Library for exhibition purposes only.

In consideration of the privilege of exhibiting these works of art or other materials in the library, I hereby release the library from responsibility of loss of damage while they are in the possession of the library.

I understand that the library does not assume responsibility for damage or theft of any items on display and does not offer any type of insurance coverage.

I understand it is my responsibility to set up and take down the exhibit at the agreed upon times. If the items are not removed at the determined removal date, the library may remove the items and place them in storage. The library does not assume any liability for the removal of items placed in storage. This includes damage, loss or theft.

Setup date: _____

Removal date: _____

Printed Name

Date: _____

Signature