



Durham Public Library Art Exhibit Policy and Agreement

1. Purpose

The Durham Public Library has space available for displaying works of art as a public service to provide people of all ages the greatest possible access to artists and works of art.

The purpose of the exhibit policy is to provide guidance in the selection of exhibits; to inform the public about the principles upon which exhibits are arranged; and to encourage equitable utilization of exhibit areas by artists.

The Library serves an important cultural role in the community as a showcase for the works of artists and craftspeople. Art display areas may also be used for educational and informational exhibits which may be sponsored by the schools, town departments, agencies and civic organizations. The Durham Public Library (DPL) invites local artists to apply to exhibit their works.

2. Displays of works of art

Applications to display art may be submitted by individuals, groups, nonprofit organizations and schools. Solo, group, or theme-based shows will be considered, with one person from a group designated as the contact person who will complete and sign the art display agreement. Applications to exhibit will be reviewed by the Library Director. Preference will be given to local artists who wish to display art that is known to be original and of high quality in a variety of media.

Exhibit space should not be used to advertise a commercial enterprise. Artist contact information may be included on information materials. No price tags or sales information may accompany art on display at the Library. Those interested in making purchases are asked to contact the artist directly.

In presenting displays, the library does not imply endorsement of the opinions or viewpoints of the artist or exhibitor.

3. Application review schedule

Application materials will be reviewed within four weeks of application date and a written confirmation with notation of show dates will be sent to the exhibitor upon approval of the exhibit. Applicants must include a brief description of the work with physical or digital images of

the art to be displayed, a brief biography, and a local telephone number and email address for the contact person.

Artists whose work is not accepted by the Director will be informed that they may appeal the decision to the Board of Trustees, to be reviewed at their next meeting. The Board's determination of the appeal is final.

4. Period of display

Exhibits are scheduled for one to two months. Works of art should remain on display throughout the exhibit period. Display set up and removal dates are coordinated with library staff.

5. Liability

Art display areas are not staffed and therefore works of art are placed in the Library at the owner's risk. The Library cannot assume liability for lost, stolen, or damaged works of art.

6. Installation and removal

The artist, or designated contact person in the case of group exhibits, is responsible for installing and removing the exhibit on the agreed upon time and date during regular library hours.

Artists are responsible for ensuring artwork is ready for hanging. The artist will work with library staff to develop an effective exhibit. The hanging and removal of the exhibit will be the responsibility of the artist on dates agreed upon with the Library. Paintings, prints, drawings and photographs must be suitably framed and wired. **No nails, thumbtacks, adhesives, or tape may be used.**

Artist/groups who fail to remove paintings by the specified date may lose the opportunity to display in the future. Works left on display beyond the removal date will be taken down by staff. The Library is not responsible for damage or loss caused by staff removing artwork. The Library will not provide storage for the property of exhibitors. Only a Library representative can transfer an exhibit reservation to another artist.

7. Publicity

It is the artist's responsibility to publicize art exhibits, although the library will mention the exhibit on its website and in its weekly newsletter.

8. Art exhibit events

Artists wishing to hold an event in conjunction with their exhibits must abide by the Durham Public Library Meeting Room Policy for that event. The policy is available at the Library and on our website.



Art Display Agreement

I, _____, have read the Durham Public Library Art Exhibit Policy. I agree to its terms, and I understand that neither the Durham Public Library nor the Town of Durham, New Hampshire assume any responsibility or obligation for any loss or damage to any item or items so displayed. I also agree that art works and any related exhibit materials are not and will not be covered under any Town of Durham or Durham Public Library insurance policy. I understand that I am responsible for insurance coverage for the items being displayed.

I further understand that the art displayed must conform to the available space and that I am responsible for installing and removing all pieces in the exhibit at time and date agreed upon with Durham Public Library staff, and that items may not be removed from the exhibit without staff permission before the date listed herein.

Lender's name: _____
Address: _____
Phone Number: _____
Email: _____

Owner of materials (if different from lender): _____
Owner's Phone Number: _____

Art to be Displayed

Please fill out one table for each piece of artwork, copy this page as needed.

Title:	Date Created:
Media:	Dimensions:
Artist Name:	Additional Info:

Title:	Date Created:
Media:	Dimensions:
Artist Name:	Additional Info:

Title:	Date Created:
Media:	Dimensions:
Artist Name:	Additional Info:

Title:	Date Created:
Media:	Dimensions:
Artist Name:	Additional Info:

Title:	Date Created:
Media:	Dimensions:
Artist Name:	Additional Info:

Title:	Date Created:
Media:	Dimensions:
Artist Name:	Additional Info:

Title:	Date Created:
Media:	Dimensions:
Artist Name:	Additional Info:

Lender's Signature / Date: _____

Owner's Signature / Date: _____

Library Representative Signature / Date: _____

Display Dates: _____

Pick Up By: _____ or items may be deemed abandoned.

Objections to Library Resources

The Library will review, consider and respond to all comments and questions about library materials, services, programming, and policy although greater weight may be given to the requests of eligible cardholders, who are the Library's constituents. Any individual who wishes to provide comments or questions about any item(s) in the collection or the services and programs the Library provides to the community should complete a [REQUEST FOR RECONSIDERATION OF A LIBRARY RESOURCE FORM](#). Requests for reconsideration will be reviewed by the Director who will respond to the requesting individual in writing within thirty days with a decision on the request.

If dissatisfied with the Director's decision, the individual may appeal the Director's decision to the Library Board of Trustees. The appeal must be in writing and filed within 7 days of the Director's written decision by delivery to the Library Director. The Board of Trustees will review the individual's written appeal request, the original Request for Reconsideration of a Library Resource Form and the Director's decision at the next available regular meeting. This may not be the next scheduled meeting if the agenda has already been published or if there is a full agenda already established. The individual will receive a letter with the Board's decision on the appeal within thirty days of the meeting at which the appeal is considered. The Board's decision is final and will remain in effect for a term of five years during which a challenged resource will not be subject to further challenge absent recommendation from the Director.