

Art Exhibit Policy and Form

Section	Public Policy	Distribution	Public
Board Approval	November 27, 2003	Coverage	Public
Implementation		Contact	Branch Manager, Director
Revised	February 2004, December 7, 2017, December 10, 2020, March 16, 2023		
Implementation	February 2004, December 22, 2017, April 15, 2023		
Related Policies, Procedures and Guidelines			
Related Forms			

The library branches welcome the exhibition of works by local artists and craftspeople. Branch staff arrange exhibitions, and branch managers approve them. There is no charge for using display areas. All exhibitors must sign an Art Exhibit Form. The original, signed Art Exhibit Form is sent to and filed at library headquarters. The artist receives a copy of the signed form, and staff file a second copy at the branch where the exhibit is being held. The library is not responsible for damage to or loss of displayed works.

Western Counties Regional Library reserves the right to decline any exhibition of art work.

Displayed works may be offered for sale, but all transactions must be between the artist and the purchaser; library staff are not to be involved.

Art Exhibit Form

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Branch: _____

Dates of Exhibit: _____

Title of Exhibit: _____

I have read and understood Western Counties Regional Library's Art Exhibit Policy.

Name (Print)

Signature

Date

Please provide a list of works displayed.

Artist	Medium	Title

For internal Use

Send the original, signed Art Exhibit Form to the Office Manager at library headquarters.

Branches may keep a copy of the signed Art Exhibit Form for the duration of the exhibit.

Following the exhibit, all signed forms will be disposed of using proper disposal methods.