

Estes Valley Public Library Display & Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Estes Valley Public Library District (Library) for exhibit purposes only. In consideration of the opportunity of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Owner Name: _____

Owner Signature: _____ Date: _____

Address: _____ Phone: _____

Exhibition to be held in the _____

Dates of Exhibit/Display from _____ to _____

Description of materials to be displayed _____

The following individuals have my expressed permission to assemble, mount, dismount, and handle display material:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Owner Initials: _____



CONDITIONS FOR SHOWING

[Please initial to acknowledge each item]

1. _____ The Library Director will determine the location of the display.
2. _____ The owner of the display is responsible for the assembly, mounting, and dismounting of the display.
3. _____ The owner shall provide names of all individuals with permission to assemble, mount, dismount, and/or handle the display in any way. Library staff members reserve the right to request identification from said individuals.
4. _____ The owner shall provide placards to label art or items of interest. The library recommends artist's name, title and medium of the work.
5. _____ Hardware used to mount the display and placard must not damage or mar library property. Damage to library property may be charged to the owner if violation of these rules occurs. If library materials (books and audiovisual materials) are used in the display, they will receive a "display status" and will not be available for patron checkout.
6. _____ The owner is responsible for removing the display at a time and in a manner specified by the Library Director. Library staff may dismantle displays if they become damaged and create a hazard to Library patrons or if the display has not been removed by the agreed upon date. Displays which are not picked up at the agreed upon date will be disposed of by the Library.
7. _____ The Library requires the owner to complete and sign a Display & Exhibit Release Form prior to set-up and to sign the receipt portion of the form after the display has been removed.
8. _____ The Library retains the right to deny space to any user whose use or planned use of the space does not comply with the Exhibits & Display Policy and these conditions. The Library may require a review of sample pieces or photos of the exhibit to be shown before scheduling at the Library. Violation of these conditions may result in removal of the display at the discretion of the Library Director and/or denial of future display privileges.
9. _____ Complaints about the contents of the display, or the subject matter, and Requests for Reconsideration of the display may occur. The Library Director is required to note these concerns and follow the appropriate policies.
10. _____ Displays will normally be scheduled for a period of one month, beginning approximately on the first day and ending on the last day of the month. It is not the Library's intent to provide permanent or continuous exhibits.
11. _____ All items must be suitable for exhibition and must be neatly and accurately labeled by the owner. Prices are not to be posted. The exhibitor may provide price lists separately.
12. _____ The owner should provide publicity material to the Library at least two weeks prior to the opening of the exhibit. Inclusion of high-contrast photos is recommended for possible newspaper coverage and/or placement on the Library program calendar and website.

RECEIPT of Display & Exhibit Material

I, the undersigned, hereby acknowledge that the material that was exhibited at the Estes Valley Library has been returned to my possession.

Exhibitor Signature: _____ Date: _____

Staff Member Signature: _____ Date: _____



