

Bernardsville Public Library

Exhibits

General Guidelines for Community Room and Display Case Exhibits:

I. Purpose

Exhibits are intended to increase the community's awareness and appreciation of the arts, culture and history. Exhibit space will be provided in designated areas when not needed for library purposes. The library does not advocate or endorse the viewpoints of exhibits or exhibitors.

II. Conditions for Exhibits

- A. The Board of Trustees shall encourage equitable utilization of exhibit areas.
- B. Exhibits shall be staged in the community room and in display cases.
- C. The Board of Trustees shall appoint a volunteer exhibits coordinator who will approve and schedule exhibits in the community room and display cases with the approval of the Library Director.
- D. Exhibit space may be requested by completing the "Exhibit Application" attached hereto. Reservations shall not be made more than one (1) year in advance.
- E. All exhibits must be approved by the exhibits coordinator prior to set-up. In considering applications, the exhibits coordinator shall take the following factors into account:
 - 1. Primary consideration shall be given to artistic merit and/or historical or local significance.
 - 2. All proposed exhibits must be appropriate for young children who use the library and the community room on a regular basis.
- F. All exhibits shall be set up and removed on the assigned dates with supervision by a library representative. Exhibits shall be for one (1) month.
- G. The exhibit must be consistent with the representations in the approved application. No changes to the exhibit may be made after the application is approved.
- H. The Library Director shall post a permanent notice near the community room stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.
- I. Exhibit reservations are not transferrable or assignable.
- J. Exhibits must conform to the space restrictions of the exhibit areas and be securely affixed to display surfaces only.
- K. Each display item may be identified by one 3 " x 5 " index card containing the following types of information: artist, title, date completed, medium.

- L. The exhibitor must sign and return the attached “Insurance of Displays and Exhibits” agreement before the display is exhibited at the library.
- M. Anyone objecting to the content of any exhibit may submit his or her complaint in writing to the Board of Trustees.
- N. The exhibitor may hold a reception at his or her expense at a time approved by the Library Director or her designee. Alcoholic drinks are prohibited. The room must be returned to its original order at the end of the event. Prior to the reception, the exhibitor shall post a security deposit of \$100 which shall be used to defray the cost of any cleanup not done by the exhibitor. If the room is returned in satisfactory condition, the entire \$100 security deposit will be returned to the exhibitor.
- O. The library’s publicity coordinator will write a press release concerning the exhibit.
- P. The Board of Trustees will review these guidelines as part of its annual reorganization.

**BERNARDSVILLE PUBLIC LIBRARY
EXHIBITS**

Insurance of Displays & Exhibits:

The insurance provided for art shows and exhibits is limited. Therefore, the Bernardsville Public Library encourages you to contact your own insurance company or agent to arrange to purchase your own insurance on all items while they are located in the library.

The Library's insurance program has a \$1,000 deductible per item. Any item that is worth less than \$1,000 is not insured.

In order to insure any individual item worth over \$1,000 and up to \$5,000, a professional appraisal is required, a copy of which the artist and/or exhibitor must file with the Library before the item is displayed.

In order to insure any individual item worth more than \$5,000, a professional appraisal AND prior approval from our insurance provider is required.

Failure to provide the professional appraisals IN ADVANCE of the exhibit means the item(s) will not be insured.

The maximum amount of insurance provided by the Bernardsville Public Library is \$50,000, aggregate total loss.

By signing this, I acknowledge that I have read, understood, and agree to the terms and conditions outlined above, and that I understand the risk I am assuming.

Exhibitor Signature: _____

Date: _____

Approved by Director: _____

BERNARDSVILLE PUBLIC LIBRARY
1 Anderson Hill Road, Bernardsville, NJ 07924

EXHIBIT APPLICATION FORM

Date of Application: _____

Name of Exhibitor: _____

Address: _____

Phone: _____(Day) _____(Evening)

Fax: _____ E-Mail Address _____

Exhibit Information: On the attached schedule, list the following information for each piece of art or other display item which is to be included in the exhibit: artist, title of work, size (including frame), date of completion, description of work, medium.

Requested Date of Exhibit: _____
(Exhibits shall be for one (1) month)

Requested Date of Reception (if applicable): _____

Please return this completed form to the Library along with a completed Insurance of Displays and Exhibits form and \$100 check payable to the Bernardsville Public Library as a security deposit (if reception is planned).

If you have questions, call _____.

Is there a professional appraisal indicating a value over \$1,000 for any of these items? _____
If yes, in order to insure any individual item worth over \$1,000 and up to \$5,000, a copy of the appraisal must be filed with the Library before the item is displayed. To insure any individual item worth more than \$5,000, a professional appraisal AND prior approval from our insurance provider is required.

Approved: _____ Date: _____

A copy of this application will be mailed to you as confirmation.

By signing this application, I acknowledge that I have read, understood and completed this form to the best of my ability. I also acknowledge that I have read and I understand the library exhibit policy and I agree that the exhibit will be consistent with those policies and the approval granted.

Signature of Exhibitor

Date Signed

TO BE COMPLETED BY LIBRARY:

Owner's Name _____

Date exhibit installed _____ Initials _____ Library Representative

Date exhibit removed _____ Initials _____ Owner or Representative

Your exhibit may be delivered and hung at the Library after _____

Your exhibit must be removed by _____