

## **Allenstown Public Library Artwork Policy**

The mission of the Allenstown Public Library is to inspire and support lifelong learning by providing access to high quality materials and programs for the community of Allenstown, NH. In keeping with this, the Library offers limited space for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items. All exhibits are free and open to the public.

Artwork space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance. Local and regional residents and organizations are invited to apply.

Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Library Director determines that the display space is needed for Library purposes. Potential exhibitors may contact the library. All exhibitors will be referred to the Library Director. Exhibitors who are Allenstown residents will take precedence over other exhibitors. The Library will not incur any financial responsibility for materials displayed, nor will it carry insurance to cover theft, loss or damage. It is the responsibility of the exhibitor to set up and remove the display or exhibit on the dates scheduled and during regularly scheduled library hours. Assistance will not be provided by the Library staff. The Town of Allenstown, the Allenstown Public Library and its staff and trustees assume no responsibility for the preservation, protection, or possible damage or theft of any item or items displayed or exhibited. All items placed in the library for display or exhibit are done so at the individual owner's or sponsoring organization's risk. The Library will allow if requested, a citation in the display or exhibit giving the name, address and/or telephone number of a contact person.

The use of the Allenstown Library for display or exhibition does not imply advocacy or endorsement by the Allenstown Public Library or the Town of Allenstown.

The Library Director may deny a request if the library's space is insufficient or if the display is likely to physically hinder the regular operations of the Library. This denial may be appealed to the Board of Library Trustees. No items on exhibit at the Library may carry a notice that the items are "For Sale," but contact information for the artist may be left with the exhibit. Library staff is not responsible for relating any artist's contact information to patrons. The Library Director has final approval over where and how an exhibit is displayed. Exhibitors are responsible for displaying their own work.

If any individual wishes to complain about an exhibit, all complaints shall be made to the Library Director who will make a report of this to the Board of Library Trustees.

## RELEASE FROM LIABILITY

To: Allenstown Public Library  
59 Main Street  
Allenstown, NH 03275

I, \_\_\_\_\_, hereby agree to release the Allenstown Public Library from liability for any of my artwork left for display from \_\_\_\_\_ to \_\_\_\_\_. I understand that **all artwork is to be picked up no later than \_\_\_\_\_.**

*Please circle one: The Allenstown Public Library may / may not use photographs of/including my artwork for articles or promotional purposes.*

Artwork submitted: (staff: attach list here)>>

Signature \_\_\_\_\_

Date \_\_\_\_\_

## SIGN OUT OF ARTWORK

I have received my artwork on this date:

Signature \_\_\_\_\_

Date picked up \_\_\_\_\_