

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 6.8	ADOPTED 2/05
DISPLAY POLICY	Reviewed 5/08; Revised 06/11, 10/18

EXHIBITS AND DISPLAYS POLICY

General Displays

- Displays and exhibits must be of general interest, open to the public and be of educational, cultural, historical, or recreational nature.
- Individuals responsible for the display will arrange their own materials under the general supervision of the library staff furnish their own easels or equipment necessary for display and are responsible for any damage to library property.
- Individuals, organizations or groups placing materials on exhibit must agree to assume all risk for articles exhibited, and sign a “General Exhibit and Public Display Release” form.
- Permission for exhibits, lengths of time of exhibits, hours for viewing and any other regulations necessary is to be obtained from the Library Director or designee.

The use, by individuals or organizations, of the Library’s display facilities and/or exhibits, other than those, which pertain to the library, is a privilege, which is subject to review by the Library Board of Trustees.

Gallery Exhibits

In addition to adherence to the aforementioned conditions, artists and art organizations exhibiting in the Waukee Public Library Art Gallery are also subject to the following:

Proposals

Artists and art organizations are encouraged to apply to exhibit in the Waukee Public Library Gallery. Owners of artwork with local community interest or historical significance are also encouraged to apply. The Gallery Committee will consider all proposals. All proposals must follow the procedures established by the Committee. Applications for exhibit are accepted throughout the year and screened by the Gallery Committee.

Exhibition Selection

The Library Art Gallery Committee is responsible for the selection of Gallery Exhibitions. The Gallery Committee endorses appropriate exhibits with the goal of creating a historical, cultural and educational environment within the Waukee Public Library. Artists and art organizations, from amateur to professional, are invited to exhibit. The Gallery will focus primarily on two-dimensional works. Special consideration will be given to works of art produced by local artists.

In selecting exhibits, the Gallery Committee will take into consideration,

- Quality of artwork
- Overall community interest
- Historical prominence or significance of artist or arts organization
- Dates of previous Library Gallery exhibits by the same artist, lender or organization
- Dates of previous Library Gallery exhibitions of similar item or topics
- Special needs, costs, or requests associated with proposed exhibits

The Committee retains the right to determine the suitability of any proposed exhibition to be included in the Library's exhibition program. The Library reserves the right to reject any part of an exhibition or to change the manner of display.

Exhibits must comply with all federal, state, and local laws, including those pertaining to libel, copyright and pornography.

Exhibition Presentation, Installation, and Dismantling

Artists are encouraged to visit the Gallery prior to submitting a request to display. Two-dimensional artwork must be suitably framed and wired for hanging. Unframed artwork will not be exhibited without specific permission of the Committee. Three dimensional works of art must be wired for hanging and must not exceed the Gallery hanging system's weight capacity to ensure appropriate display and safety of the work.

Typical exhibits will run four to six weeks. The Gallery Committee shall supervise the set-up and removal of all exhibits, however each artist/lender is responsible for installing/dismantling their exhibit—no Library staff assistance will be provided. All works of art must remain on display until the closing of the exhibition. Any costs associated with special installation or display needs must be pre-approved by the Gallery Committee and borne by the artist/lender.

Receptions for an exhibit are optional and should be cleared by the Gallery Committee. All receptions will be subject to Waukee Public Library Meeting Room Policy guidelines.

Artists are responsible for paying for damage to the Gallery during the installation, exhibition, and removal of the exhibits. The Gallery Committee will assess the Gallery condition before and after the exhibit. Nothing should be affixed to the Gallery walls.

Artists/lenders must remove the artwork from the Library no later than two days after the end of the exhibit unless the artist/lender has made written arrangements with the Gallery Committee prior to the exhibit.

Sales

All sales are the responsibility of the artist /lender, sale transactions are prohibited on library property. Artists/lenders should provide the Gallery Committee with an artist's statement, which includes their contact information and place cards to identify each art piece. Artists can provide cards or brochures about their work.

Pricing can be displayed in the Gallery but all sales inquiries must be referred to the artist or the artist's agent. The Gallery requests a 10% donation of all sales, made payable to the Waukee Public Library. All works of art must remain on display at the Gallery, even if sold, until the exhibit closes. Sold artwork should be clearly marked by the artist.

Security/Liability

The Waukee Public Library cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and does not insure exhibits. The Library encourages the artist/lender to obtain a rider on his or her insurance policy for the duration of the exhibit. The artists/lenders will be required to complete and sign a waiver/release of Library liability before any works of art are exhibited.

The Art Gallery is open to the general public as available. The Gallery also serves as a public meeting room and library program space. The Gallery is monitored by security cameras but not monitored by staff.

Publicity

The Library and Gallery Committee will promote the Art Gallery through regular library calendars, the Library website, Library social media, and Library print materials as possible. Artists will provide the Library with photos of their work and grant permission for the Library to display images of their work on www.waukeepubliclibrary.org and Library social media. Artists are encouraged to advertise their exhibit in their own ways and venues.

Library Hours:
Monday-Thursday 9:00 a.m. – 8:00 p.m.
Friday 9:00 a.m. – 5:30 p.m.
Saturday 9:00 a.m. – 4:00 p.m.
Sunday 1:00 p.m. – 4:00 p.m.
(Labor Day - Memorial)



Waukee Public Library
950 Warrior Lane
Waukee, IA 50263
P: (515) 978-7944 F: (515) 978-7945
AskMe@waukee.org

Waukee Public Library General Exhibit and Public Display Release Form

I, the undersigned, hereby lend the following works of art, exhibit, or display to the Waukee Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release the Waukee Public Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the _____

From (date)_____ to (date)_____

Description of the materials loaned for exhibit:

Print name_____ Date_____

Address_____ Telephone_____

City_____ Zip_____

I _____ have read the attached display policy and agree to release the Waukee Public Library from responsibility for loss, damage, or destruction.

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Waukee Public Library Art Gallery Exhibit Release Form

Artist/Organization _____
Address _____
Phone _____ Email _____
Exhibit Title _____
Exhibit Opening Date _____ Closing Date _____

The signature of the contact person on the lines below shall be understood as an agreement on the part of the artist/group/artist representative with all conditions in the Waukee Public Library Display Policy.

Contract

I, the undersigned, hereby agree to the terms of the Waukee Public Library Display Policy for displaying artwork in the gallery and agree to provide and hang artwork in the gallery for the duration of the Exhibit Dates listed above.

Signature _____ Date _____

Waiver

I agree that the Waukee Public Library is not responsible for loss, damage or destruction. I agree to establish the value of the artwork displayed in the gallery and to take out my own personal insurance if deemed necessary.

Signature _____ Date _____

Please keep a copy of this document for your records and complete and return the original to the Waukee Public Library in person or by email along with an Inventory of Work Submitted for Display form.

