

Visual Arts Exhibits Application Form

New Providence Memorial Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art and other materials to the New Providence Memorial Library for exhibit purposes only. In consideration for exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage or destruction while in the possession of the Library.

Signature _____ Date _____

Description of material/artwork to be loaned:

Name: _____

Address: _____

E-mail: _____

Home Phone: _____ Cell phone: _____

Complete form and return with your resume to:

**New Providence Memorial Library
377 Elkwood Avenue, New Providence, NJ 07974
Attn: Curator**

You will be contacted by the Curator to schedule an appointment to view your portfolio.

NEW PROVIDENCE MEMORIAL LIBRARY ART DISPLAY POLICY

POLICY OBJECTIVE

The New Providence Memorial Library seeks to provide access to educational, informational and cultural resources to the community. As part of that mission, the library encourages artistic and cultural interest of the community by providing a showcase for art by community and area artists.

STATEMENT OF POLICY

The New Providence Memorial Library allows artists to display their artwork for a specified period of time, to be determined by the Curator. Installation and take down dates shall be coordinate with the Curator. Artists interested in displaying their artwork should obtain an application form from the circulation desk or the internet. The completed application should be returned to the attention of the Curator.

The artist will work with the curator or her assistant to install the artwork. Overall, the artist is responsible for the installation of his or her own artwork as well as arranging and dismantling the exhibit. The library staff is not available to assist the artist with setting up or taking down an exhibit.

The New Providence Memorial Library is not responsible for any artwork that is lost, damaged or stolen while on exhibit or display. Artists must complete a Waiver of Liability as part of the application process.

The New Providence Memorial Library will not charge for the right to display artwork.

The New Providence Library reserves the right to decide what is appropriate for display in the presence of minors. The Library and Curator reserve the right to reject any part of an exhibit or to change the manner of display.

Sale of artwork from an exhibit is solely between the artist and the buyer. The New Providence Memorial Library is not liable for such transactions. The Library requests twenty percent of any sale be donated to the New Providence Memorial Library.

The presentation of any artwork does not imply an endorsement of the exhibit by the New Providence Memorial Library, its Trustees or its Staff.

Proposal for Guidelines for Artists' Receptions

Guidelines for Artists' Receptions

1. Artists whose work is exhibited at the New Providence Memorial Library may plan and host a reception in the Conti Family Community Room.
2. The reception date must be scheduled through the Curator. Receptions must take place during regular Library hours.
3. Artists and/or designated helpers have permission to use the attached kitchen facilities including the appliances, and will be responsible for any damage or misuse
4. The artist will be responsible for supplying all food, beverages, paper goods, tablecloths, etc. for the reception. The service of alcoholic beverages is strictly prohibited.
5. The artist and/or designated helper are responsible for clean up after the reception and will dispose of all food and beverages before leaving the building. Tables and chairs must be returned to their proper storage place.

Respectfully submitted,
Karen Golubieski

ART EXHIBIT CONFIRMATION
New Providence Memorial Library

Date:

From: Karen Golubieski, Curator

To:

Thank you for your interest in exhibiting your artwork at the New Providence Memorial Library. I am happy to inform you that your application has been accepted and approved.

Your exhibit is scheduled in the following exhibition space:

- ___ West Wing Reading Room (The display area is 27')
- ___ Conti Family Community Room (The display area is 32')
- ___ Glass Case in West Wing Reading Room (4 shelves of display space)

The Walker Rod System is permanently installed in both locations. The average spacing is one hanger rod every three feet. On that rod, you may hang multiple pictures if they are small, or one larger picture. Some 2-dimensional work requires two rods to secure.

Your exhibition month is: _____, 201__

Installation date and time: _____

Removal date and time: _____

Reception date and time: _____

Receptions are optional. Food and non-alcoholic beverages are provided by the artist. Application for the Conti Meeting Room must be completed and returned at least 6 weeks prior to the date of the event.

Application for use of Conti Meeting Room completed _____. _____ Approved.

Please feel free to contact me if you have any questions. I look forward to working with you.