

**POLICY**  
**ART DISPLAY**  
**Huntington Memorial Library**

The Huntington Memorial Library (HML) seeks to recognize local artistic endeavors and to enrich the lives of community members. HML invites local and regional artists to display works of art on the available wall space in the library. Art exhibits provide an opportunity for artists and craftspeople to display their work with the understanding that the space is used regularly by people of all ages including children. Priority will be given to artists from the Oneonta area.

Purpose of this Policy:

- To establish guidelines for the display of artwork owned by community members in the Library.
- To establish the display coordinator's responsibilities.

Guidelines:

- Artwork will be displayed for approximately two months or a period of time agreed upon between the artist and the display coordinator.
- Each artist displaying work at the Library will complete an Exhibit Form prior to displaying their work. Included on this form is a list of items being displayed, contact information for the artist, a liability waiver and dates of the display. A copy of the form is attached.
- Artwork that a reasonable person would consider offensive or sexually explicit will not be displayed. The Library Board of Trustees will resolve any disagreements regarding appropriateness.
- The Library staff will immediately contact the Library Director, Board of Trustees, display coordinator and the artist if any damage occurs to a piece of artwork while on display at the Library.

Display Coordinator's Responsibilities

- The display coordinator will report to the Library Director, as needed, on any issues regarding artwork displayed and keep them updated on the display calendar.
- The display coordinator will be responsible for obtaining signed Exhibit Forms, making arrangements for set-up and removal of artwork, publicity, and sending a thank – you note. A file will be maintained for this purpose at the Library.

Applications

- Available at the circulation desk or on our website.
- Must have all requested information.
- Must include examples of work for review. Please submit photographs of original work.

**Huntington Memorial Library  
62 Chestnut Street  
Oneonta, NY 13820  
432-1980**

**AGREEMENT - Artwork Exhibit Form**

This agreement between, \_\_\_\_\_,  
*Exhibitor's name*

currently residing at \_\_\_\_\_,  
*Exhibitor's address*

And can be reached at \_\_\_\_\_ or \_\_\_\_\_,  
*Phone number email address*

Hereinafter referred to as "Exhibitor" and the Huntington Memorial Library, hereinafter referred to as "HML", located at 62 Chestnut Street, Oneonta, New York.

The Exhibitor acknowledges that (s)he has read and fully understands the following agreement:

1. The library contact person regarding artwork displays is Melanie Castine, Display Coordinator. Phone: 432-1980 or email: huntingtonmemoriallibrary@gmail.com; subject line - Art Display.
2. Insurance to protect an exhibitor's work while it is in the possession of and on display in the library is not carried by HML. Exhibitors are encouraged to insure their own work.
3. HML undertakes & accepts no liability for loss or damage of artwork being transported to or from the library, packed or unpacked, or exhibited in the library. Exhibitors understand that their work will often be unsupervised, and that the building is open to all members of the community. The exhibitors agree not to hold HML responsible for any damage or loss due to theft, vandalism, fire, water, wind, or other damages, loss or calamity while the exhibit is at the library.
4. Exhibitors shall defend, indemnify and hold harmless HML, its employees, officers, volunteers and directors from any and all claims, actions, demands or other proceedings for any actual or alleged injury to persons or damage to property arising from any act or omission by the exhibitors.
5. The exhibitor is responsible for hanging or displaying artwork and for removal of all pieces at the end of the display term. All hardware required, other than fixtures the Library has installed, is the responsibility of the artist to supply. The Library will not store artwork for an artist. If exhibitor fails to remove all pieces at the end of term, HML may remove it.
6. Exhibitors can advertise artwork for sale by clearly noting price and contact information on the piece being displayed. The Library is not responsible for, nor will it facilitate any sales transactions.
7. Exhibitors are encouraged to post a biographical sketch of themselves and to clearly identify their work by putting their name and notes on the pieces displayed.



**HUNTINGTON MEMORIAL LIBRARY**  
**ART DISPLAY APPLICATION**

The Huntington Memorial Library offers exhibition opportunities for 2-dimensional art. Each exhibit, which can be solo, or group, hangs approximately eight weeks.

Since the library is used on a regular basis for a variety of programs, including children's events, meetings, and social functions, work cannot be of a questionable or explicit sexual nature. Work is selected in part to present a diverse calendar for the year.

The artist is expected to work with the display coordinator to select work for the exhibit. Work shown may be for sale, but all sales must be done privately, between the artist and the buyer directly.

If interested in exhibiting, please send this application along with samples of 8 - 10 images representing work you would like to exhibit to:  
Huntington Memorial Library, 62 Chestnut St., Oneonta, NY 13820.

You can also drop off your information at the Huntington Memorial Library front desk. Label packet as 'HML Art Display Application'.

Currently accepting applications for 2015

Artist name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (primary) \_\_\_\_\_ Phone (secondary) \_\_\_\_\_

Email address \_\_\_\_\_

Medium/Media \_\_\_\_\_

Briefly describe your work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Month for Exhibition (if any): \_\_\_\_\_

Huntington Memorial Library, 62 Chestnut St., Oneonta, NY 13820

Phone: 607-432-1980

Email: [huntingtonmemoriallibrary@gmail.com](mailto:huntingtonmemoriallibrary@gmail.com)

Subject line: HML Art Display

# HML Art Display Map

