



## MENDON PUBLIC LIBRARY DISPLAYS AND EXHIBITS POLICY

An as educational and cultural institution, the Mendon Public Library (the “Library”) welcomes temporary exhibits and displays of interest, information and enrichment to the community. Displays of artwork, handiwork, historical material, nature study, or any other material deemed of educational and cultural interest may be exhibited.

The Mendon Public Library’s Director shall review and approve in advance of display any material offered for display based on its suitability and availability. Attached ***Application to Exhibit*** should be given to the Library’s Director. Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors and/or artists are responsible for the installation and removal of their displays. The Library does not provide porter service, storage space, or special furnishings.

The Library assumes no responsibility for the preservation or protection, and no liability for damage or theft, of any item displayed or exhibited. All items placed in the Library are there at the owner’s risk.

The Library does not carry insurance on artwork or items exhibited in the Library. The exhibitors and/or artists must sign the attached ***Insurance Waiver and Release Form***, before any artwork or items can be displayed in the Library.

Exhibits and displays may include information about the exhibit and the exhibitor. A price list may not be displayed.

The following will be posted as part of all non-library exhibits or displays: “Exhibits are offered as a community service and do not carry the endorsement of the Mendon Public Library.” Signs will also state that the articles on display should not be photographed or touched.

Exhibits cannot in any way disrupt the normal routine of the Library. Meetings, programs, or other events may be held in the space concurrent with the exhibition.

*Approved by the Mendon Public Library Board of Trustees on September 4, 2012; reviewed and reaffirmed April 6, 2015; revised and approved on June 6, 2022.*



***INSURANCE WAIVER AND RELEASE***

I, the undersigned, hereby agree the following works of art or other materials will be on display in the Mendon Public Library for exhibit purposes only. I (We) have read the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Mendon Public Library, I (We) hereby hold harmless and release said Library from responsibility for loss, damage or destruction while they are on the Library's property.

*Description of materials loaned:*

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*Signature* \_\_\_\_\_

*Address* \_\_\_\_\_

*Telephone* \_\_\_\_\_

*Email* \_\_\_\_\_

*Date* \_\_\_\_\_

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**APPLICATION FOR EXHIBITION**

Exhibitor (s) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Preferred Dates of Exhibit \_\_\_\_\_

Would you consider other dates if preferred dates are not available?



The Library Director or designated staff member will contact you regarding specific dates and times for set up, opening, and removal of the exhibit.

Description of Exhibit. Please attach list of items to be displayed and space and or/services required of the library.

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

I (We) have read the policy information and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space at the Mendon Public Library.

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Signature* *Date*

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For library use:

Date \_\_\_\_\_ Approved and confirmed with applicant (s) \_\_\_\_\_

Please submit this completed form to:

Director, Mendon Public Library  
22 North Main St.  
Honeoye Falls, NY 14472

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