



Display Application & Release Form

The Staunton Public Library invites artists and others to submit proposals to display their work or collections. Proposals are accepted throughout the year. Displays run for 1 or 2 full calendar months and can be seen by our over 17,000 visitors a month.

The Display Cabinet is actually two separate cabinets, each 35" wide, 9 ½" deep and 72" tall. There are at least 3 adjustable glass shelves in each. The back is usually covered in a dark cloth and you are free to change it if you wish. They are lit from the top.

Exhibitors will be required to install their own works. Preference will be given to those that have not exhibited before or as recently. Exhibitors should include a small sign with the artist's name and contact information and may have business cards as well.

If works are for sale the artist must supply a list containing titles and descriptions as well as prices, and this list will be available to the public at the service desk. Prices may not be displayed, but the artist may include this on their sign and direct the public to the service desk for prices. Sales are strictly between the artist and customer; the library will not act as intermediary for the exchange, and will not accept any money on the artist's behalf. Works that are sold must remain on display until the end of the exhibition or replaced.

Artist or Group _____

Address _____

Phone _____

E-mail _____

Web Address _____

Exhibit Title or Theme _____

Medium _____

Number and approximate size of works _____

Preferred Month _____ Year _____

Any date after _____ (no longer than 18 months from current date)

Or first available date _____

Display Release

1. The Library will make every effort to carefully handle, display and store my items in a mutually agreed upon manner; including, but not exclusive to, keeping them in locked display cases, locked storage areas, or under surveillance.
2. I understand that the loan of these items is made entirely at my risk. The insurance policies maintained by the City of Staunton do not cover repair or replacement of works or collections displayed on City property.

Therefore, the Library, its employees, Board or the City of Staunton will not be held responsible for the replacement or repair of my materials if they are damaged, stolen or lost while at the Library. Items remaining at the Library for more than 30 days after the end of the designated display period will become property of the Library.

I agree to abide by the clauses of this release, and I have read and agree to the Staunton Public Library Exhibits Policy.

Name & Date

Please include between five and ten images of the proposed work or include a link to a website where they may be viewed. Completed applications may be mailed, submitted in person, or emailed to mccueab@ci.staunton.va.us.

If emailing the images please make sure each image is not larger than 4MB. Files over 5MB must be emailed to library.staunton@gmail.com

Exhibits Policy

1. The selection of artwork, collections or other items for display in the Library shall be primarily the responsibility of designated Library staff or volunteers. Emphasis will be placed on interesting and attractive display materials which are owned by local collectors, the work of local artists, or exceptional works by students in area schools.
2. The artwork or other materials shall be consistent with the mission of the Staunton Public Library to provide access to intellectual, educational, cultural, and recreational resources.
3. Materials which are deemed by staff to be unsuitable for display in the presence of minors are prohibited. The Library reserves the right to reject any part of an exhibit or to change the manner of display.
4. Items shall not be displayed as "for sale" unless special arrangements have been made. No sales transactions may take place in the Library.
5. The owner or artist shall be responsible for the removal of items at the end of the designated display period unless other arrangements have been made with designated Library staff or volunteers.
6. Materials or artwork with religious themes or associations shall be chosen for their educational and aesthetic merit with sensitivity to discrimination. Such materials may not violate the principle of separation of church and state.
7. Antiquities or artifacts on display must have been acquired in a lawful manner with the permission of the landowner or the written permission of the Department of Historic Resources if collected on public lands.
8. City insurance policies do not cover the replacement or repair of loaned items. Therefore, collections or artwork are displayed or stored at the Library at the owner's risk. Every effort will be made to carefully and responsibly handle, protect and store collections loaned to the Library, but the risks shall remain with the owner. A signed Display Materials Release form must be on file with the Library prior to mounting of any exhibit.

Approved by Library Board March 15, 2000