Exhibit Guidelines

The BPL welcomes exhibits and displays from both individual artists and groups of artists. Priority will be given first to displays by the Library itself, second to residents of Beloit or groups based in Beloit and third to other individuals and groups.

Both groups and individuals are asked to submit a show proposal, including information about the nature (theme) of the show, the medium and information about the group or (for an individual) a resume. In addition, individuals are asked to provide a letter of reference from a gallery where they have exhibited or a letter from an art instructor (art professor, for example).

Guidelines

The Library will not act as an agent for the exhibitor. Exhibitors are encouraged to post a statement about their work, but price tags or posting of price lists are not permitted. Price lists and contact information may be left at the Reference desk for library customers who ask for them.

No exhibit may be mounted outside of exhibit areas specified by the library.

The Library has the right to review the materials before the exhibit is set up. In all cases, the Library Director will be the final judge as to whether any material offered for display is acceptable.

Use of the Library’s exhibit space does not in any constitute an endorsement by the Library of its content and no claim to that effect may be used in advertising.

The Library does not insure artworks and assumes no liability in case of damage or theft. Each approved exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item. Prior to the display, the exhibitor will sign a disclaimer releasing the Library from all responsibility for the works displayed.

Procedures

Persons interested in using an exhibit space at the Library must first fill out a Display Application. This form can be picked up at the Reference Desk or printed from the Library’s web site, www.beloitlibrary.info.
Shows are one (1) month in duration, and can be installed the first of the month and removed by the last day of the month. It is not the intent of the Library to provide permanent or continuous exhibit space to any individual or group. Reservations for exhibit may be made for up to three months in advance.

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.

Damage to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. Exhibitors are responsible for basic clean up and return of the space to good order.

The Library does not have space for storage of the property of exhibitors.

Cancellation

The Library Board of Trustees reserves the right to cancel any exhibit should conditions or situations warrant such action. If an exhibit is cancelled, the exhibitor will have the right to display his or her exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.
BELOIT PUBLIC LIBRARY

EXHIBIT/DISPLAY APPLICATION

Please fill out all blanks and return to ?

Display Information

Describe what will be displayed: (Title, number of items, etc.)

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Date to be Installed:_______________Removal Date:______________________

Contact Name:_____________________________________________________

Contact Address:___________________________________________________

Home Phone:_______________    Work Phone:___________________________

Who will be responsible for removal of display?

_________________________________________________________________

Have you read the library's exhibit and display policy?

Yes    No

Signature of applicant:_________________________________Date__________

FOR STAFF USE ONLY:    Approved by:_____________________________
Date:___________________
Lender Release

I, ____________________________(print name), have read the Beloit Public Library Exhibits Guidelines and I knowingly and voluntarily lend this material to the Beloit Public Library.

Description and/or itemized list of display items:

Liability: exhibit areas are covered by the Beloit Public Library’s security and fire protection systems; however, all items placed in the Library are done so at the owner’s risk. No insurance coverage will be provided.

Lender: ______________________________
Exhibit date: _________________
Address: _________________ Phone number: _________________
Lenders signature:_____________________________ Date: _________________
Approved by: _______________________________ Date: _______________