

# Silver Lake Public Library – Policy

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## Artwork Display Policy

### I. Goal

The Silver Lake Public Library strives to be a people place. A destination which creates community and elevates the quality and spirit of life for the people we serve. The library would like to support our local artists by offering the opportunity to publicly showcase their work. We will display original artwork with preference being given to local artists and subject matter.

### II. The Display Space

The display wall for art exhibition purposes is located in the adult section of the library, on the wall at the end of each of the isles. All artwork on display must be hung using nails or command strips/hooks. No other spaces, either within the library itself or outside on the library's grounds, are being considered for artwork displays at this time.

### III. Process

The Artwork Display Application Form is available both in-person, at the library and on the library's website. Submissions can be made in person, by mail, or by email. Applications may be submitted at any time. Previously selected artists may apply again, although only one application from any artist will be considered at any given time. The Silver Lake Public Library Director will review all submissions and have sole and exclusive discretion about which artists and artworks will be displayed. All decisions are final.

Selected artists will be contacted by the Library Director to arrange the dates for the display. Each display will remain in place for a mutually agreed upon time – generally for a period of two months. No display will remain in place indefinitely.

All selected artists are required to sign an Exhibit Release Form which releases the library from any responsibility for display items. The library assumes no responsibility for loss, damage, or destruction of items while in transit, while on display, or during the set-up or take down of the exhibit. All items brought to and placed in the library are done so at the owner's risk.

Set-up and removal of displays should be done on the days and times agreed upon with the Library Director and the artist. The Silver Lake Public Library reserves the right to dismantle an exhibit that has been left past the assigned display time.

### IV. Sales

The library is not involved in the sale of items on display. If items on display are for sale, prices may not be displayed on the artwork at the library nor included on any information handout provided by the library. The artist may leave their name and contact information with the library so patrons have a way to request information on prices and sales directly. However, any

sales of artwork displayed must take place after the allotted time has ended. No works of art may be removed during the display period.

**V. Publicity**

A short description of the display may be included in the library's advertising, including the library's website, Facebook page, and flyers. All publicity created by the library, and any photographic or written record of any exhibit, is the property of the Silver Lake Public Library, and the artist/exhibitor recognizes, agrees, and authorizes the Library to make whatever use of such, at any time into the future, the Library deems appropriate. Granting of permission to display materials does not imply library endorsement of content; nor will the library accept responsibility for the accuracy or inaccuracy of statements made in such materials.