

THE  
HELEN KATE FURNESS  
FREE LIBRARY

100 N. Providence Road, Wallingford, PA 19086 · [www.hkflibrary.org](http://www.hkflibrary.org) · 610-566-9331

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## **Art Exhibit Policy and Process**

In keeping with our mission to bring lifelong learning, discovery, and joy to the community, the Helen Kate Furness Free Library is proud to support and highlight local and diverse art and artists. The purpose of the art exhibits is to enrich the library experience for patrons and to provide a venue for artists to display their creations to the public.

Art and exhibits at the Helen Kate Furness Free Library ("Library") should reflect a wide range of views, expressions, opinions, and interests. The art exhibit must meet the requirements of the Helen Kate Furness Free Library [Materials Selection & Access Policy](#). The Library promotes freedom of expression and adheres to the principles adopted by the American Library Association, as expressed in the "[Visual and Performing Arts in Libraries: An Interpretation of the Library Bill of Rights](#)" statements. Inclusion in an exhibit or display does not constitute endorsement of the content or a point of view by the Library.

All exhibits are free and open to the public. The Helen Kate Furness Free Library has sole discretion regarding selection, timeline, and how the art is exhibited. The Library retains the right to deny or refuse any exhibit proposal or part of an exhibit.

### **Display Installation & Removal**

- The Library has a dedicated art gallery wall located on the second floor of the Library. This wall is painted off-white as a neutral backdrop.
- All work must be suitable for secure hanging on the Library's picture rail (STAS Zipper Picture Rail system).
- No additional labels, signs, hooks, tape, or other adhesives are to be attached to any Library walls.
- The artist is responsible for hanging and removing their artwork. Both installation and removal must take place during regular Library hours.
- Exhibit display dates will be established in advance, based on the availability of exhibit space and other events scheduled in the Library. Works of art will remain on display throughout the exhibit period.
- Set-up and removal dates will be coordinated with Library staff. The Library will not provide storage for the property of exhibitors beyond the period specified for the display.

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### **Sales of Artwork**

- Works of art may be offered for sale, with prices established by the artist. The artist is responsible for conducting the sale directly with the purchaser; Library staff will not be involved with sales in any way. Work sold must remain on exhibit throughout the designated period.
- Artists may leave business cards and/or brochures containing contact information for Library patrons to contact the owner directly.
- We welcome donations of artwork to be included in one of our annual auction fundraisers that support Library operations, or a small percentage of displayed artwork sales. Contributions to the Library are tax deductible.

### **Promotion and Marketing**

- The Library may promote exhibits through social media, newsletters, print, and on the Library's website.
- In accordance with the library's Photography and Video Policy, photographs or video recordings may be used for library promotional purposes. Permission to photograph any work by patrons viewing the exhibit is considered granted.

### **Liability & Release Form**

- Prior to display, the artist will provide the Library with an itemized list of items and a signed Art Display Release Form.
- The Library will take reasonable precautions to safeguard the exhibited artwork; however, the library assumes no responsibility for the preservation, protection or possible damage or theft of any item on display. All items placed in the library are done so at the owner's risk and the library does not offer insurance coverage for displayed items.

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### **Art Display Release Form**

I, \_\_\_\_\_, understand and agree that the Helen Kate Furness Free Library is allowing me to display certain items at the Helen Kate Furness Free Library on the following dates:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I have read the Helen Kate Furness Free Library Art Exhibit Policy and Process, and agree to its terms. I understand the Helen Kate Furness Free Library does not assume responsibility or obligation for any loss or damage to any item(s) so displayed. The displayed items are not and will not be covered under any insurance policy owned by the Helen Kate Furness Free Library. I understand that I am responsible for insurance coverage for the items being displayed and the burden is on me to do so at my own cost if I so choose.

*Please sign, date and attach an itemized list of display items. Signed release form and images may be emailed to [leah@hkflibrary.org](mailto:leah@hkflibrary.org).*

*Itemized List should include:*

- 1. Title of each piece of artwork*
- 2. Thumbnail image or brief description*
- 3. Dimensions*

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_