

# Georgetown Peabody Library

## Library Exhibition Policy

The Georgetown Peabody Library (herein after “Library”) offers exhibition spaces in the main library and the children’s library for displaying original Artwork(s). For the purposes of this Policy exhibition spaces will include the existing art hanging rails and display cases throughout the Library. Should an Artist not require the entirety of the exhibition space, the Library Director may accept further applications to fill the space in the interim.

Artists from outside of Georgetown are welcome to apply for a display period; preference will be given as indicated below.

1. Georgetown resident Artists or Artworks directly related to Georgetown
2. Affiliations with towns associated with the Merrimack Valley Library Consortium (MVLC)
3. Artists and Artworks that come from outside of the MVLC but inside of Massachusetts
4. Artists and Artworks that come from within New England
5. Artists and Artworks that come from outside of New England
6. Repeat artists

As an exhibit in a public library there can be no admission fee and all shows will be open to all members of the public. The Library requires that all artists complete the Artist Agreement and Release/Indemnification Form (attached). If an Artist can not do so for any reason the Library will not display their Artwork(s).

The Library is equipped with an art rail hanging system. No additional hooks, nails etc. may be added and the exhibit must conform to the space restrictions indicated by the Library. Artists are responsible for transporting all Artwork(s) to and from the Library – a Library staff member will oversee the hanging and dismantling of Artwork(s) from the display cables. Dates for installation and removal, generally one month in duration, will be set with the Artist when the exhibit is approved and adherence to those dates is required. The exhibit must not interfere with the general operation of regular Library activities.

Artists are asked to provide a brief biography and photo of themselves in electronic format prior to their exhibit so that the Library can create an “About the Artist” sign. This information may also be used in all formats of Library publicity or promotional materials. Additionally, photographs taken by the Library of the exhibit and individual artworks may be used in the same manner. A title list/price list may be provided by the artist as well as other support print material such as business cards, brochures, etc. These will be left for distribution as deemed appropriate by the Library Director. Prices may not be on or near the artworks themselves, the Library will not broker sales of art, and all pieces even if sold must remain in the exhibit for the duration of the show. The Library suggests that exhibiting Artists make a donation to the Library of 10% of any sales of works exhibited. The donation may be made payable to the “Friends of the Georgetown Peabody Library”.

The Library may solicit artists to participate in a “Meet the Artist” educational program for the public during the exhibition period as funds allow and based on perceived public interest. If an Artist would personally like to host a public reception they may do so following the guidelines of the Meeting Room use policy. The use of the Library for exhibition does not imply advocacy or endorsement by the Library or the Town of Georgetown. The Library reserves the right to refuse any exhibit proposal. The Library further reserves the right to rescind an exhibit for violation of this Policy.

**Georgetown Peabody Library**  
**Artist Agreement and Release/Indemnification Form**

1. In consideration for being permitted to use the art exhibition space at the Georgetown Peabody Library (hereinafter "Library"), \_\_\_\_\_ (hereinafter "Artist") agrees to indemnify and hold harmless, the Library, its officers, employees, insurers, and the Town of Georgetown, from and against any and all property loss, theft or damage, to the Artwork(s) of the Artist which arises out of or are in any manner connected with the use of the facilities, whether any such claims, and demands result from the act, omission, negligence, or other fault on the part of the Library, its officers, or its employees, or from any other cause whatsoever.
  
2. Artist acknowledges that the Artist's Artwork(s) will be on display to the viewing public, and that the Library cannot be responsible to police those persons who may come into contact with the Artist's Artwork(s).
  
3. In addition, in consideration for being permitting to use the facilities, the Artist, expressly exempts and releases the Library, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of theft, loss, or damage to the Artwork(s).
  
4. The Artist acknowledges that the display of the Artist's Artwork(s) will result in those Artwork(s) being accessible to persons of all ages, and agrees that Artwork(s) that are not suitable for viewing by all ages will not be offered for display.
  
5. Display cases are locked but there is no alarm system in Library.

Artist's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Georgetown Peabody Library

## Exhibit Application

### Contact information

Name: \_\_\_\_\_ Phone number:(\_\_\_\_\_)\_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Exhibit information

Exhibit name (optional): \_\_\_\_\_

Exhibit date preferences (please provide at least two options)

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

If there is a theme to your exhibit please describe: \_\_\_\_\_

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

### Artwork description

Please provide examples of material to be exhibited as hardcopies or electronic format or provide a web address showing the artwork

Website address: \_\_www.\_\_\_\_\_

Please provide a title list of the Artwork(s) to be included in the exhibit, title sheet attached for your convenience.

---

For Library Use

Approved (Initial and Date): \_\_\_\_\_

Installation date: \_\_\_\_\_ Removal date: \_\_\_\_\_

Title list:

1. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

2. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

3. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

4. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

5. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

6. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

7. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

8. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

9. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

10. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

11. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

12. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

13. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

14. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

15. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

16. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

17. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

18. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

19. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

20. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

*Please append additional sheets as necessary*