



The Chemung County Library District, with the Central Library (Steele Memorial) and branches in Big Flats, the Bookmobile, Horseheads, Van Etten, West Elmira, and on the web at [www.cclid.lib.ny.us](http://www.cclid.lib.ny.us)

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## Chemung County Library District Application and Waiver for Exhibits

Exhibitor (s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Dates of Exhibit \_\_\_\_\_

Description of materials loaned:

<u>Name and Size:</u>	<u>Medium</u>	<u>Price</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		

Items will be identified with the exhibitor’s name. No commercial advertising or prices of items will be included. Exhibited items will be installed and removed promptly on the agreed dates. The library reserves the right to remove exhibited materials if not removed by the organization and will dispose of them after 30days.

I, the undersigned, hereby lend the following works of art or other material to the Library District for exhibit purposes only. I (WE) HAVE READ the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold harmless and release said Library District from responsibility for loss, damage or destruction while they are on the Library property.

Representative of Organization (Please Print): JEANNINE M. STONE -- ELMIRA REGIONAL ART SOCIETY (ERAS)  
[erasart@erasart.com](mailto:erasart@erasart.com)

Signature of Representative: JEANNINE M. STONE (on file)

Signature of Artist: \_\_\_\_\_

\_\_\_\_\_



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## EXHIBITS AND DISPLAYS POLICY

The District welcomes displays and exhibits which offer a means for public expression as well as enrichment of the library environment. The purpose of this policy is to provide fair and consistent standards for the use of these spaces in a manner that is consistent with the library's mission.

Display areas in Chemung County Libraries include glass cases in public areas of the library as well as some designated wall space. Exhibit areas are available to the public on a first come, first served basis. Library sponsored exhibits and displays will have priority.

It is recommended that exhibit spaces be reserved far in advance when the exhibit is designed to celebrate a particular date/month, such as an organization's anniversary or a national observance. No fees are charged for display spaces. Groups using display spaces may not charge an admission fee or request donations.

A representative of the exhibiting organization must sign an Exhibit Agreement

\_\_\_\_\_ to comply with the following:

Assume the risk of loss or damage to materials exhibited.

Assume responsibility for installing and labeling the exhibit on the agreed upon date.

Remove the exhibit promptly on the agreed upon date. The display period is normally one month, coinciding as closely as possible to the beginning and ending of the month.

Give the library the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.

Identify the exhibitor by name within the display.

Refrain from commercial advertisement and not post prices of items on sale.

The library does not advocate or endorse the viewpoints of exhibits and exhibitors.

### **Steele Memorial Library Display Cases**

1. You are responsible for items in our scheduled display case.
2. Case sizes:
  - a. 2 uprights
  - b. 2 small flats
  - c. 1 large flat
3. Staff cannot assist you in displaying your items.
4. Your items may be displayed on the first day of the month and must be removed by the last day of the month.
5. Keys to the display cases are kept at the Customer Service Desk.

Thank you for sharing your exhibit with patrons of the Steele Memorial Library.

**Security strips are available at the desk.** Please request them and put them on the back of your paintings.