



TEMPORARY EXHIBIT POLICY

The Washington Township Free Public Library welcomes the opportunity to allow groups, organizations or individuals to temporarily display their artwork or collection at the Library. Space is provided for educational, cultural, civic or recreational exhibits. Space is unavailable for strictly commercial purposes. All exhibitors are subject to the terms and conditions listed below.

- Applications for temporary exhibits should be made to the Director, who must approve all exhibits in advance and should include the following:
 - A description of the exhibit
 - Pictures of the proposed exhibit, if possible
- Ownership of the art will remain with the artist.
- Exhibitors may not transfer and exhibit to another exhibitor.
- It is recommended that the exhibitor obtain insurance for their works against damage or theft and must sign a waiver relieving the Library of responsibility in these events. The Library's insurance policy does not cover the exhibitor's property. Displays will not be supervised or otherwise secured and are accessible to the public during the Library's open hours. The Library will not be responsible for the security of an exhibit. Exhibitors shall have no right to claim for loss or damage to artworks in whole or in part against the Washington Township Public Library Board of Trustees or employees.
- Exhibitors are responsible for any damaged caused to the Library facility by installation or removal. Nothing should be attached to the walls unless approved by Library staff. The use of tape, labels, thumbtacks or adhesive on Library walls is prohibited.
- All exhibits must conform to the space restrictions of the display areas.
- The artist or group may passively exhibit work in a space pre-determined by the Library for a minimum of one month.
- The Library will not act as an agent with respect to the sale of any work by the artist(s). Works may not have a price affixed to them (except for the Art Matters display), but the artist may provide contact information and a price list.
- Exhibitors must advertise their exhibit in their own name, not implying Library sponsorship. The exhibitor agrees to remove all publicity at the end of the display period.
- Exhibits not dismantled within the approved time frame will be removed by the Library staff without any liability of assumption of risk by the Library. The Library shall not provide storage for the property of exhibitors.
- Library use of display areas take precedence over any other use and the Washington Township Public Library Director and Board of Trustees reserves the right to accept or refuse a display or to change, cancel or remove any display at any time, at its discretion.
- These regulations are subject to review and amendment by the Washington Township Public Library Board of Trustees at any time.