



Display Application, Exhibits Policy & Display Release

The Staunton Public Library invites local artists, collectors, historians and community organizations to submit proposals to display their work on our walls and in our glass display cabinets. Proposals are accepted throughout the year. Displays can be seen by over 17,000 visitors a month.

We have five, 72" wide rods with cables and hooks to display art on our walls. This system is flexible and can accommodate many different configurations. Each hook can support up to 40 lbs.

Each of the two display cabinets is 35" wide, 9 ½" deep and 72" tall. There are five adjustable glass shelves in each. The back is usually covered in a dark cloth which can be changed, and they are lit from the top.

Exhibitors will be required to install and remove their own work. Preference will be given to those who have not exhibited in the last 12 months.

Sales are strictly between the artist and customer. The library will not act as intermediary for the exchange and will not accept any money on the artist's behalf. Works that are sold must remain on display until the end of the exhibition or replaced. Prices may not be displayed on the walls or in the cabinets, but the artist may supply a list containing titles, descriptions and prices to be available upon request at the reference desk. Exhibitors should include a small bio with the artist's name and contact information, and may include a QR code to direct patrons to pricing information.

Please provide a web address, Instagram handle or email images that are representative of the work you intend to display to deece@ci.staunton.va.us. If emailing images please make sure each image is not larger than 4MB. Files over 5MB must be emailed to library.staunton@gmail.com

Pieces cannot be displayed without a completed application and a signed release form. The completed paperwork may be dropped off at the reference desk or sent to deece@ci.staunton.va.us.

Display Application

Artist or Group _____

Address _____

Phone _____

E-mail _____

Web Address _____

Exhibit Title/Subject _____

Medium _____

Number & Size of Works _____

Additional Notes _____

Preferred Month _____ Year _____

Exhibits Policy

1. The selection of artwork, collections or other items for display in the Library shall be primarily the responsibility of designated Library staff or volunteers. Emphasis will be placed on interesting and attractive display materials which are owned by local collectors, the work of local artists, or exceptional works by students in area schools.
2. The artwork or other materials shall be consistent with the mission of the Staunton Public Library to provide access to intellectual, educational, cultural, and recreational resources.
3. Materials which are deemed by staff to be unsuitable for display in the presence of minors are prohibited. The Library reserves the right to reject any part of an exhibit or to change the manner of display.
4. Items shall not be displayed as "for sale" unless special arrangements have been made. No sales transactions may take place in the Library.

5. The owner or artist shall be responsible for the removal of items at the end of the designated display period unless other arrangements have been made with designated Library staff or volunteers.
6. Materials or artwork with religious themes or associations shall be chosen for their educational and aesthetic merit with sensitivity to discrimination. Such materials may not violate the principle of separation of church and state.
7. Antiquities or artifacts on display must have been acquired in a lawful manner with the permission of the landowner or the written permission of the Department of Historic Resources if collected on public lands.
8. City insurance policies do not cover the replacement or repair of loaned items. Therefore, collections or artwork are displayed or stored at the Library at the owner's risk. Every effort will be made to carefully and responsibly handle, protect and store collections loaned to the Library, but the risks shall remain with the owner. A signed Display Materials Release form must be on file with the Library prior to mounting of any exhibit.

Approved by Library Board March 15, 2000

Display Release

1. The Library will make every effort to carefully handle, display and store my items in a mutually agreed upon manner; including, but not exclusive to, keeping them in locked display cases, locked storage areas, or under surveillance.
2. I understand that the loan of these items is made entirely at my risk. The insurance policies maintained by the City of Staunton do not cover repair or replacement of works or collections displayed on City property.

Therefore, the Library, its employees, Board or the City of Staunton will not be held responsible for the replacement or repair of my materials if they are damaged, stolen or lost while at the Library. Items remaining at the Library for more than 30 days after the end of the designated display period will become property of the Library.

I agree to abide by the clauses of this release, and I have read and agree to the Staunton Public Library Exhibits Policy.

Name & Date