

## Art at the Effingham Public Library

The Effingham Public Library encourages artists to display their artwork in the library. The purpose of the artwork should be consistent with the Library's mission and vision and reflect the interests and nature of the community. Art displays are not intended to promote any one viewpoint, or for the monetary gain of individuals.

**Art Displays are designed to display, not sell.** Artist/exhibitor contact information may be displayed with the exhibit, but **prices may not be posted.**

- Galleries/Exhibits/Displays provide the community with the opportunity to experience artists/exhibitors creations. All exhibits should appeal to a wide and diverse audience and be appropriate for display in a public space. All exhibits should be compatible with the location and size of the individual galleries and displays.
- Complaints regarding an exhibit should be directed either in writing or in person to the
- Artists/Exhibitors wishing to display art will complete the Effingham Public Library *Art Hold Harmless Agreement Release of All Claims and Liability* and provide 2-4 samples of work. Displayed work will be consistent with samples given.
- Artists/Exhibitor will make arrangements with the individual library for installation and removal of artwork/displays at a time convenient to the artist/exhibitor and library staff
- Artwork/displays will remain in the library up to two months, unless other arrangements have been made.
- Effingham Public Library reserves the right to require the exhibit to be removed or to cancel any exhibit should unforeseen conditions or situations arise.
  
- The library will provide to the artist/exhibitor:
  - Wall space with wire to hang art work
  - A place for the artist/exhibitor to put a flyer for the purpose of giving information about the exhibit.
- The library is not able to provide:
  - Staff time or assistance to install and/or remove artwork/displays or to assist with launch events. Exceptions can be made special exhibits as decided by Library Management.
  - Labels for artwork
  
- Artwork must be removed on the prearranged scheduled date. Any artwork left longer than 30 days past the prearranged time will be donated to the Effingham Public Library.
- We welcome receptions. All receptions must be scheduled with Adult Service Manager, Johnna Schultz, at 217-342-2464 x. or [Johnna@effinghamlibrary.org](mailto:Johnna@effinghamlibrary.org) at least a month in advance. Food staging and preparation space is available by request in the basement kitchenette. Receptions may not include alcohol.
- No money will be solicited or exchanged on library property.

# Request to Display Artwork at the Effingham Public Library

Artist Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Display Area Requested:

Art Wall: items must be compatible with existing hardware, suitable for individual pieces

Art Gallery: items must be compatible with existing hardware, suitable for multiple pieces

Sample provided: Artist Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Date and Time for pickup of artwork \*: \_\_\_\_\_

\*Any artwork left longer than 30 days past the prearranged time will be donated to the Effingham Public Library

Artwork returned:

Date/Signature \_\_\_\_\_

Library Staff Signature \_\_\_\_\_

STAFF USE ONLY	
Artwork meets the following Service Response/Special Interest Month/Current Topic	
Scheduled to display Art Wall	Art Gallery
Staff Initials	

Art Hold Harmless Agreement  
**Release of All Claims and Liability**

I, \_\_\_\_\_, the undersigned, loan \_\_\_\_\_ (artwork) to the Effingham Public Library for display purposes, with the understanding that reasonable precautions will be exercised for the protection of the exhibit(s). I agree the Effingham Public Library is not liable for any damage, destruction or loss of the exhibit. I will release Library from any claims. Library recommends that the exhibitor obtain his/her own insurance coverage in regards to the exhibits.

I understand that the Library is not responsible for setting up or removing artwork. Exceptions can be made for special traveling exhibits as decided by Library Management.

I understand that I, or my designee, am responsible for the setting up and removal of the artwork. I hereby certify that I, or my designee, am over 18 years of age, and am capable of performing these tasks.

I understand that the artist/exhibitor may include name, title of artwork, and contact information with the artwork/display exhibited. Price lists **may not** be posted. I understand that the public will contact the artist/exhibitor directly for possible purchase of any artwork.

I, \_\_\_\_\_, agree to display the below listed items for the period beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.

I understand and agree that this Release of All Claims and Liability and Hold Harmless Agreement is given in consideration of, and as a condition to, displaying my art work at Effingham Public Library.

I understand and agree that this Release of All Claims and Liability and Hold Harmless Agreement includes, but is not limited to, any claim, demand or cause of action which might be caused by any act or failure to act of the Effingham Public Library, its officers, agents and/or employees.

I, the undersigned, and my designee, have read this Release of All Claims and Liability and Hold Harmless Agreement and understand all of its terms. I hereby execute it voluntarily and with full knowledge of its significance.

Description of personal property (to include paintings, photos, etc.) to be displayed within Effingham Public Library:

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**THIS IS A COMPLETE RELEASE. PLEASE READ PRIOR TO SIGNING**

Signature \_\_\_\_\_  
(Of artist)

Date: \_\_\_\_\_

Signature \_\_\_\_\_  
(Parent/Guardian if participant is under 18 years of age.)

Date: \_\_\_\_\_