

PETIT GALLERY EXHIBITOR REQUEST
Exhibit & Display Policy

The Whippanong Library Association, a New Jersey nonprofit Corporation (Whippanong Library) is pleased to offer local artists and collectors the opportunity to display their work (painting, photography, sculpture, crafts, etc.) for the community's enjoyment. Exhibit space is open to local individuals and organizations engaged in educational, cultural, intellectual, or charitable activities. Exhibit periods are to be arranged with the Whippanong Library Friends (WLF) representative.

The WLF curates, hosts and displays exhibitions as per the Whippanong Library Friends-approved policy on exhibitions and displays. The Friends representative or delegate is responsible for making the final decision about exhibitions and displays in the Petit Gallery. Those interested in presenting an exhibition or display should submit the Proposal Form to the director, who will forward it to the appropriate Friend. Exhibits are to be only in the Petit Gallery. Exhibit space is made available on an equitable basis to individuals or groups with respect to artwork that best meet the standards for acceptance. Exhibits should reflect the library's role as an educational and cultural institution presenting a balanced program of exhibits in all suitable media.

The WLF curates, hosts and displays Petit Gallery works as per the following policy on exhibitions and displays. Exhibitions may be composed of: 1) objects from personal collections and/or 2) art and related materials.

Exhibitions and displays are shown throughout the Petit Gallery. The Friends representative or delegate's decision to display material does not constitute endorsement of its content by the Friends, Whippanong Library Association, or its Board of Trustees. Exhibitions and displays conform to the American Library Association's *Library Bill of Rights*, which states:

- "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." (Article I)
- "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." (Article II)
- "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Article VI)

When developing and selecting their materials for an exhibition or display, exhibitors should consider the following, based on the Friends selection criteria, as appropriate. Exhibitions will be accepted based upon the artist's skills and quality of work, adherence to any statement or theme, and adequacy of the library's facilities.

- Educational significance
- Representation of diverse materials, contributors and creators
- Community relevance and appeal

- Quality of materials and variety of format
- Location of the works displayed in the exhibition
- Potential for public programming to accompany the exhibition
- Validity, currency, and appropriateness of the materials
- Contribution the material makes to the breadth of representative viewpoints on controversial issues
- Duration
- Integrity

Proposals:

The WLF's representative or delegate is responsible for the final decision about exhibits and displays hosted in the Petit Gallery. Those interested in presenting an exhibit or display should submit a Proposal Form to the director for submission to the Friends representative or delegate. Exhibits will be accepted based upon artist's skills and quality of work, adherence to any statement of theme, and adequacy of the library's facilities. The Exhibit Committee meets quarterly to review applications.

Supplies/Installation:

- Exhibitors are responsible for installing and de-installing their exhibition at agreed upon dates. Neither the Whippanong Library nor the Friends is responsible for materials left beyond closing date.
- Piercing or adhering anything to the walls or library surfaces is prohibited.
- Hanging works must be framed.
- Plan to install the exhibit on the first business day of the month and to pack and remove it on the last business day of the month, The Library has no storage facility for artists'/collectors' property.
- The Petit Gallery has a hanging track system for rotating exhibitions.

Publicity & Promotion:

- Information regarding the exhibitor and exhibition must be submitted to the Whippanong Library Director at least four weeks in advance.
- Whippanong Library reserves the right to promote exhibitions via e-newsletter, website calendars and social media channels as appropriate.
- Unless otherwise notified in writing by the exhibitor, Whippanong Library may reproduce the objects for educational materials and publicity purposes.
- Labels are encouraged and must be affixed to the exhibited work.
- Exhibitor is expected to participate in an informal meet-and-greet, A Conversation with the Artist, with visitors the first Thursday evening of the month the work is exhibited.

Art Sales

Exhibit space should not be used to advertise a commercial enterprise. However, the artist's contact information will be made available. Any transaction between the artist/exhibitor and the buyer must occur off premises of the Library.

I agree to all the statements listed above in the Policy and will abide by them:

Signed: _____ Date: _____
Exhibitor's Name (please print): _____

Adopted Whippanong Library Board of Trustees November 8, 2023

PETIT GALLERY EXHIBIT PROPOSAL FORM

- Describe the exhibition/display you wish to display at the Whippanong Library's Petit Gallery. Include the subject of the exhibition/display, approximate number of objects, any notes about object condition, display format, etc.

- Why will this exhibit or display be of interest to Hanover Township?

- Have you read Whippanong Library Friends' Petit Gallery Exhibitor Request and Exhibit & Display Policy?

Signed: _____ Date: _____
Exhibitor's Name (please print): _____

Adopted Whippanong Library Board of Trustees November 8, 2023

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT CONCERNING
THE DISPLAY OF ART WORK IN
THE HANOVER TOWNSHIP MUNICIPAL BUILDING/WHIPPANONG LIBRARY

I _____ residing at _____ have voluntarily agreed to display my art work which consists of _____ number of pieces of _____ (description of art work; painting, photographs, charcoals, lithographs, etc.) in the Hanover Township Municipal Building/Whippanong Library for a period of time commencing on _____ and ending on _____.

I understand that the Township/Library cannot provide general liability or property insurance coverage for my art work which estimate is valued in the aggregate of \$_____. A list of the individual pieces to be displayed is attached. I further understand and agree that in displaying my art work, I do so at my own risk. By executing this Agreement, I indemnify and hold harmless the Township/Library its elected/appointed officials and employees from any and all liabilities, claims, losses or damage if any, if my display art work is stolen, damaged, or defaced. This holds harmless and indemnification does not include any such liabilities, claim losses or damage arising from the sole negligence of the Township/Library or its employees.

Signature: _____ Date Signed: _____

<< The Whippanong Library Friends' Petit Gallery Exhibitor Request, Exhibit & Display Policy, and Hold Harmless Agreement must be completed and returned to the Whippanong Library at least eight weeks in advance of the anticipated exhibition. >>

Adopted Whippanong Library Board of Trustees November 8, 2023
