

## **Lane Memorial Library**

### **Gallery Exhibition Policy**

The Lane Memorial Library offers the Weston Theater & Gallery for displaying original art from community members. Artists from outside of Hampton are welcome to apply for a display period; preference will be given as indicated below.

- Hampton resident artists or artworks directly related to Hampton
- North Hampton, South Hampton, or Hampton Falls affiliation
- Seacoast, NH affiliation
- New Hampshire affiliation
- New England affiliation
- Artists and artworks that come from outside of New England
- Repeat artists

As an exhibit in a public library there can be no admission fee and all shows will be open to all members of the public. The Library requires that all artists complete the Artist Agreement and Release/Indemnification Form (attached). If an artist can not do so for any reason the Library will not grant an opportunity for an exhibit.

The Gallery is equipped with picture frame molding and theft deterrent display cables. No additional hooks, nails etc. may be added to the Gallery and the exhibit must conform to the space restrictions indicated by the Library. Artists are responsible for transporting all artwork to and from the Gallery – a Library staff member will assist within the Gallery as to the hanging and dismantling artwork from the display cables. Dates for installation and removal, generally one month in duration, will be set with the artist when the exhibit is approved, and adherence to those dates is required. The exhibit must not interfere with the general operation of regular Library activities.

Artists are asked to provide a brief biography and photo of themselves in electronic format before their exhibit so that the Library can create an “About the Artist” sign for inclusion in the Gallery. This information may also be used in Library publicity or promotional materials – in print and online - related to the Weston Theater & Gallery. Additionally, photographs taken by the Library of the exhibit and individual artworks may be used in the same manner. A title list/price list may be provided by the artist as well as other support print material such as business cards, brochures, etc. These will be left for distribution within the Gallery only. Prices may not be on or near the artworks themselves, the Library will not broker sales of art, and all pieces even if sold must remain in the exhibit for the duration of the show.

The Library may solicit artists to participate in a “Meet the Artist” educational program for the public during the exhibition period as funds allow and based on perceived public interest. If an artist would personally like to host a public reception they may do so following the guidelines of the Meeting Room use policy. If a private reception is preferred the usage fee would be applicable.

The use of the Weston Theater & Gallery for exhibition does not imply advocacy or endorsement by the Lane Memorial Library or the Town of Hampton. The Library reserves the right to refuse any exhibit proposal. The Library further reserves the right to rescind an exhibit for violation of this policy.

**Lane Memorial Library**  
**Artist Agreement and Release/Indemnification Form**

1. In consideration for being permitted to use the Weston Theater & Gallery of the Lane Memorial Library, Hampton, \_\_\_\_\_ (hereinafter "Artist") agrees to indemnify and hold harmless, the Lane Memorial Library, its Board of Trustees, employees, insurers, and New Hampshire Local Government Center Insurance Programs, from and against any and all property loss, theft or damage, to the Works of the Artist which arise out of or are in any manner connected with the use of the facilities, whether any such claims, and demands result from the act, omission, negligence, or other fault on the part of the Lane Memorial Library, its Board of Trustees, or its employees, or from any other cause whatsoever.
  
2. Artist acknowledges that the Artist's works will be on display to the viewing public in the Weston Theater & Gallery, and that the Lane Memorial Library cannot be responsible to police those persons who may come into contact with the Artist's works.
  
3. In addition, in consideration for being permitted to use the facilities, the Artist, expressly exempts and releases the Lane Memorial Library, its Board of Trustees, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of theft, loss, or damage to the Work.
  
4. The Artist acknowledges that the display of the Artist's Work in the Weston Theater & Gallery will result in those Works being accessible to persons of all ages, and agrees that works that are not suitable for viewing by all ages will not be offered for display.

Artist's Signature: \_\_\_\_\_

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

Director's Signature: \_\_\_\_\_

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

**Lane Memorial Library**  
**Exhibit Application**

Contact information

Name: \_\_\_\_\_ Phone number:(\_\_\_\_\_)\_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Exhibit information

Exhibit name (optional): \_\_\_\_\_

Exhibit date preferences (please provide at least two options)

\_\_\_\_\_  
\_\_\_\_\_

If there is a theme to your exhibit please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Artwork description

Please provide examples of material to be exhibited as hardcopies or electronic format or provide a web address showing the artwork

Website address: www. \_\_\_\_\_

Please provide a title list of the artworks to be included in the exhibit, title sheet attached for your convenience.

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For Library Use

Approved (Initial and Date): \_\_\_\_\_

Installation date: \_\_\_\_\_ Removal date: \_\_\_\_\_

Title list:

1. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

2. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

3. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

4. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

5. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

6. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

7. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

8. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

9. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

10. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

11. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

12. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

13. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

14. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

15. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

16. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

17. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

18. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

19. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

20. Title: \_\_\_\_\_ Medium: \_\_\_\_\_

*Please append additional sheets as necessary*