

Columbus Public Library

EXHIBIT POLICY

1. Exhibits of various kinds by local citizens and students are welcome at the Columbus Public Library. Exhibits increase interest in a variety of library materials, provide information, and develop aesthetic appreciation.
2. The library director will determine acceptance of an exhibit.
3. Exhibits will normally be limited to one month.
4. Works for sale may be purchased from the individual, but only outside the library at his or her home or studio. No price tag may be affixed to the works exhibited.
5. Descriptive lists of works must be submitted to the library before the exhibit is scheduled.
6. Hanging and arrangement of exhibits shall be the responsibility of the individual under the supervision of the library staff.
7. The library will not provide storage for property of the exhibitors in the library building and will not assume responsibility for the safety of the exhibit.
8. Insurance covering the value of the exhibit will be the responsibility of the displaying individual.
9. The individual will sign a disclaimer below acknowledging that they have read this policy and that the library is not responsible for the lost of any items exhibited at the library or for the personal property of the individual.
10. The library does not own any locked display cases for exhibits.

I acknowledge that the library is not responsible for the lost of any items exhibited at the library or for the personal property of the artist.

Artist/Exhibitor Signature

Date

- Approved
- Not Approved

Library Director Signature