

EXHIBIT POLICY
ULYSSES PHILOMATHIC LIBRARY

To help fulfill its mission as a cultural as well as an informational center for the community, the Ulysses Philomathic Library offers its exhibit space to local artists. Those wishing to exhibit artwork must complete an EXHIBIT AGREEMENT form and submit it to the Display Coordinator for approval.

The library does not endorse the viewpoints or artistic expression of exhibitors, nor will it censor or remove an exhibit because members of the community disagree with its content. However, exhibits or parts of exhibits that might be inappropriate for children may be disallowed. If a question of appropriateness arises, objections are to be submitted in writing to the Director. The objection will be directed to a committee of three, consisting of the Display Coordinator and two Trustees, who will notify the complainant of their decision.

Exhibits which are designed to raise money, advertise, or promote the sale of goods or services must be approved by the Board. Any sale of art and artifacts must be transacted between the exhibitors and the buyers.

First approved as amended by Board of Trustees 04/15/03

Approved as amended by Board of Trustees 10/18/16

Last reviewed by Policy Committee 04/26/16

**ULYSSES PHILOMATHIC LIBRARY
EXHIBIT AGREEMENT**

This agreement is between _____
Currently residing at _____

hereinafter referred to as “exhibitor” and the Ulysses Philomathic Library, hereinafter referred to as “UPL,” located at 74 E. Main Street, Trumansburg, New York.

The exhibitor shall set up an exhibit at the Ulysses Philomathic Library from (starting date)_____ to (ending date)_____.

The exhibitor must read and fully understand the following agreement:

- The contact person is Barbara Melvin, Display Coordinator, who may be reached at 273-2895 or e-mail: barb@htva.net
- Reservations are made on a first-come, first-served basis with the understanding that the library’s own exhibits take precedence.
- Exhibit placement and method of display must be approved by the display coordinator. Exhibits must not obscure library signage.
- Insurance to protect an exhibitor’s work while it is in the care of and on exhibit in the library is not carried by UPL. Exhibitors are encouraged to insure their own work.
- UPL accepts no liability for loss or damage of art work being transported to or from the library, packed or unpacked, or exhibited in the library. Exhibitors understand that their work will often be unsupervised, and that the building will be open to all members of the community. The exhibitors agree not to hold UPL responsible for any damage or loss due to theft, vandalism, fire, water, wind, or other calamity while their work is on exhibit at the library.
- Exhibitors shall defend, indemnify and hold harmless UPL, its employees, officers, trustees, volunteers and directors from any and all claims, actions, demands or other proceedings for any actual or alleged injury to persons or damage to property arising from any act or omission by the exhibitors.

- UPL will not handle direct sales of art work. Name, contact and sale information, if applicable, must accompany the exhibit.
- Exhibitors will set up and take down their display as arranged with the Display Coordinator. Exhibitors will pick up their work on the agreed upon date. The library cannot provide storage space.
- Exhibitors will provide all hanging material (e.g. heavy duty fishing line or wire). UPL will provide "S" hooks. Pictures must be hung from the picture railings. No holes are to be made in the walls or trim of the library. If needed, special tape can be provided by the Display Coordinator.
- Sculpture placed on library surfaces or floors must have a stable base which is covered by protective material.
- With advance notice the display coordinator will provide a ladder and, if available, tables and chairs.
- The library will place an announcement in the Free Press and possibly other publications.
- Space is available to exhibitors who wish to host an opening at the library. Arrangements must be made through the Display Coordinator.

Exhibitor name (print) _____

Signature _____ Date _____

Address _____

Phone _____ Email _____

Barbara Melvin, Display Coordinator, Ulysses Philomathic Library

Signature _____ Date _____

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