

MEDWAY PUBLIC LIBRARY
Application Form for Use of Exhibit Space

Thank you for your interest in exhibiting at the Medway Public Library. Please review the Library's exhibit policy before applying.

The Library is not responsible for loss or damage to any items on display. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to articles on display in the Library.

The artist or exhibitor are responsible for transporting and installing the exhibit. The art piece should not exceed 27 X 40 inches. Art pieces like sculptures must weigh under 25 lbs and remain under a height of 3 ft.

The following conditions prevail:

1. Those interested in using library exhibit space must complete an application and acknowledge reading a copy of this Medway Public Library Exhibit & Display Policy. No exhibit can be installed without permission from the Director. In the selection of exhibits, priority is given to Medway residents or those otherwise connected to the town.
2. Exhibit space is not to be used to advertise commercial enterprises. Fliers and cards accompanying exhibits should be informational in nature and should not serve to solicit customers or promote a business. Artist contact information may be included on information materials. No price tags may be placed on art objects. However, a handout listing the items by number with prices is permitted. Those interested in making purchases are asked to contact the artist directly.
3. Materials exhibited in the library do not necessarily represent the views of the library administration or trustees and exhibition does not imply their endorsement. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the library are done so at the owner's risk. Owners are asked to check their own insurance policies as regards theft. Exhibit areas are not monitored by staff.
4. Display or exhibit pieces that are disruptive to conducting library business given the use of the Library by members of the public, including minors, will not be eligible for display in this limited public forum (i.e. pieces that depict obscenity, violence or nudity, racism, hate, unlawful behavior, drug use, or sexual content).
5. The Library will publicize exhibits on the library's social media platforms. The information provided at the time of application will be used unless otherwise noted by the exhibitor. Any changes to the exhibit title, medium, description or images must be submitted to the Circulation Supervisor at least two weeks prior to the scheduled exhibit.

Applications should include the following:

Exhibition Proposal: (This should tell us what the physical work is, what the general theme is, how many pieces, what sizes, and what month you are hoping to display).

What 1-3 ideas, concepts, or experiences does this body of work communicate? (This should tell us what the work gives the viewer.)

What inspirations or traditions guided or influenced this body of work? (Tell us about the influences or inspirations behind this work.)

How are the methods or techniques you use important to this body of work? (Tell us how, or what, the choice of medium or process contributes to this work.)

Sample Images: Please email 2 samples (.jpg images) of artwork to the Circulation Supervisor at spettigrew.mwy@minlib.net. Applications missing sample images will not be considered.

I have read and understand the Library policy for use of exhibit space. I hereby release the Town of Medway, its officers, agents and employees, and the Board of Trustees of the Medway Public Library, from responsibility for loss, damage, or destruction of any artwork.

Signed _____

Date _____