



Guidelines for Art Exhibits and Displays

The Hudson Library and Historical Society welcomes and encourages local artists and students to display their work at the library. The following guidelines shall apply:

1. **SCHEDULING:** The current manager of the Watson-Ewell-Currin Art Gallery maintains a list of artists who wish to exhibit at the library. Anyone wishing to display will be given consideration; however, the library will make final decisions about exhibits based on variety and balance. Displays are scheduled whenever possible at least six months in advance. Exhibitors are contacted for a specific month/months, and dates are set that are convenient for both the library and artist for hanging the displays and removing them. At least one month prior to the exhibit, the artist needs to provide a short biography, photos of each piece that will be in the show, and any optional information that will be posted with each piece (title of the piece, medium, year, etc).
2. **HANGING ARTWORK IN THE GALLERY:** Artists are encouraged to hang and arrange their own artwork in the gallery, but staff will be available to assist, if possible. Artwork should be framed. Each piece should be secured on the back to allow for proper hanging. The library's hanging rods and hooks will be used to hang the pieces on the wall. All artwork must be tastefully displayed, be family-friendly, and be able to hang on the wall.
3. **IDENTIFYING THE ARTWORK:** The gallery manager will create wall labels with information provided by the artist. Information may contain the title of the piece, the medium, the year it was created, etc, but it may NOT include any prices or other references to selling the pieces.
4. **PURCHASING:** Any work purchased must be left up until the show is over or else replaced with a suitable replacement, which must be showed to the gallery manager for approval prior to hanging. All sale arrangements must be made directly between the artist and the buyer. The library receives no commission and cannot be involved in any sales transactions.
5. **LIABILITY:** While the library will do whatever it can to ensure the art is protected, it cannot guarantee the safety of the items. Therefore, in consideration of having the work displayed, the artist must sign a waiver releasing the library, its officers, agents, and employees from any loss, damage, or claim arising from the display of the artwork. Specifically, the undersigned assumes all risk of loss incidental to the displaying of any art and is encouraged to purchase risk insurance for the duration of the show.

Please sign, date, and return the completed art loan form to the gallery manager at the Hudson Library and Historical Society. A countersigned copy will be returned to you for your records.

I have read and agree to the above conditions and verify that I am the owner or agent of the art to be exhibited. I understand that by signing this agreement, I agree to be bound by all of the provisions set forth herein.

Artist Signature

Date

Library Agent Signature

Date

Please complete the following information:

Name: _____

Full address: _____

Phone: _____

Email: _____