

# Reuben Hoar Library

## Exhibit Application and Release Form

I, \_\_\_\_\_ apply to exhibit artwork at the Reuben Hoar Library with the understanding that neither the Reuben Hoar Library nor the Town of Littleton assumes any responsibility for the theft of or damage to artwork placed for display at the Library. I have read and understood the Policy on Art Exhibits and Displays. Furthermore:

- I have attached a description of the proposed exhibit, including medium, size and a brief artist statement
- I will provide a list of works that comprise the exhibit when it is installed.
- I understand that the library cannot act as sales agent for my items.

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

Print Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### Library Use Only

Review by the Volunteer Art Coordinator; Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Review by the Library Director; Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit Installation Date: \_\_\_\_\_

Exhibit Dismantling Date: \_\_\_\_\_

# Exhibition Opportunity for Artists

The Gallery Committee of the Reuben Hoar Library of Littleton is looking for artists to exhibit their work in our new Entrance Gallery. The gallery space is available for one person shows six months of the year. Various media is welcome, but due to the gallery's location only framed work can be considered.

**Submissions must be in by Sept 8, 2011**

The committee will review all submitted work and set the schedule for October 2011 – June 2012. (November, January and March will be used for student art from local schools.)

Please submit a minimum of five samples of your work along with an application\*, (available online at [littletonlibrary.org](http://littletonlibrary.org)) for review to [mli@mvlc.org](mailto:mli@mvlc.org), subject line: gallery, or submit a CD along with your application\* (available at the circulation desk) and self addressed stamped envelope for return of materials to:

The Gallery Committee  
c/o Reuben Hoar Library  
41 Shattuck Street  
Littleton, MA 01460

\*If necessary, the committee reserves the right to see the original artwork to obtain a better understanding of the artist's work.

**WAIVER OF LIABILITY FOR PERSONAL PROPERTY DAMAGE OR LOSS**

\_\_\_\_\_, the owner (“OWNER”) of or duly named agent of the OWNER of personal property to be displayed at the Reuben Hoar Library (“LIBRARY”), Shattuck Street, Littleton, MA, and the Town of Littleton Massachusetts (“TOWN”), as represented by its Library Director, do hereby agree to and state the following:

Whereas, the OWNER, has agreed to or has a desire to display personal property, artifacts, art work and other items, (“PROPERTY”), that are owned or in the OWNER’S custody and the LIBRARY and TOWN have agreed to display said PROPERTY.

Now, therefore, the parties hereto agree to and acknowledge the following:

1. The OWNER acknowledges that the PROPERTY will be displayed at the LIBRARY in publicly accessible places.
2. The OWNER will use the art hanging system provided by the LIBRARY.
3. Nothing will be affixed directly to the walls.
4. That, the location of display of the PROPERTY may not be supervised at all times.
5. That the LIBRARY staff, while taking reasonable care to protect the PROPERTY does not have a responsibility for such.
6. That, the location of the display may be accessible to the public after normal LIBRARY operating hours.
7. That the LIBRARY and/or the TOWN’s insurance policies do not cover the PROPERTY for loss from theft or damage (willful or otherwise).
8. That, it is possible that a loss to the PROPERTY could occur due to theft, damage (willful or otherwise), fire, water damage, failure of LIBRARY systems or many other man-made or natural causes and occurrences, and that should any such loss occur, the OWNER will hold the LIBRARY and TOWN harmless for the loss and will not consider the LIBRARY and TOWN responsible for said loss nor will the OWNER seek to recover damages from the TOWN or LIBRARY for said loss.
9. That, the PROPERTY must be removed in a reasonable time upon the request of the Library Director.
10. That, this agreement extends to claims the OWNER may make after the PROPERTY is removed from the LIBRARY.

In witness whereof, the OWNER and the TOWN and LIBRARY have each caused this Agreement to be executed by duly authorized representatives and they have hereunto set their hand, each under seal and as of the date and year first written below.

Reuben Hoar Library

Littleton, MA

OWNER

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

Laura Zalewski, Library Director

Name:  
Address:  
Phone: