
**FORSYTH COUNTY PUBLIC LIBRARY
Exhibition Guidelines Agreement**

- The Library is seeking artwork, craft items, and collector's displays of quality and variety for exhibition. Student work is welcome. Artwork, crafts, or display items that would be considered obscene or not appropriate for viewing by children will not be accepted.
- Artwork must be ready to hang.
- Artists or crafts persons must provide ID tags for each piece of art or craftwork to be displayed. Collectors must provide an explanation for the collection to be displayed.
- Artists, crafts persons, and collectors are expected to hang artwork or arrange craft or collection items for display.
- Inventory lists must be provided for all items displayed, and should include titles and prices. Work or items not for sale must have a value listed for insurance purposes.
- The Library takes no commission on sales. Sales transactions are conducted between artist, crafts person, or collector and the Library customer.
- Artists, crafts persons, or collectors should provide a statement and/or resume for the display, which should include contact information for Library customers.

As an educational and cultural institution, the Forsyth County Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. The Library's goal is to provide a variety of high-quality exhibits.

Criteria for Selection:

Exhibit cases (glass enclosed and secured) and exhibit areas (wall areas designated for display) are available in the Central Library and in some branches. Branches should be contacted to find out if appropriate exhibit space exists. All exhibits, whether generated by library staff or the public, will be considered in terms of the standards listed below. Not all exhibits will meet all standards. Responsibility for the selection of exhibits rests with the Library Director or the person in charge at each library facility.

Criteria include:

- subject, technique and style are suitable for intended audience;
- artistic expression and experimentation;
- appropriateness to special events, anniversaries, holidays, etc.;
- historical or regional relevance;
- relation to other events or exhibits in the community;
- ease of installation;
- representation of an influential movement, genre, trend or national culture;
- significance of the contributor;
- attention of critics, viewers and public.

It is suggested that Non-Library exhibits have descriptive labels; they **must have labeling to show who bears responsibility for presenting the exhibit.**

Note: All Library-sponsored and Friends of the Library-sponsored exhibits and displays take first priority on all exhibit space schedules. The Library reserves the right to remove, or have removed, any exhibit at any time, and in such cases will make all efforts to contact the exhibitor.

- **I agree with the Exhibition Guidelines as set forth above.**

Exhibitor's Signature

Dates of Exhibit: _____ **until** _____

Exhibitor's Name and Address: _____

Phone (Home): _____

Phone (Work):

