



Displays and Exhibits Policy

As an educational and cultural institution, the Roeliff Jansen Community Library welcomes exhibits and displays of interest, information, and enrichment to the community. Displays of art, crafts, historical material, nature study, or any other materials or items deemed of general interest may be exhibited.

Applications to exhibit and samples of work should be sent to Director. Applications will be reviewed and accepted based on their suitability and availability of space.

All accepted works should be ready for display, including, if applicable, being framed and wired and ready for hanging. Exhibitors are responsible for the installation and removal of their displays. Staff will be available to help and supervise. Displays may include information about the exhibit and the exhibitor. The Library does not provide porter service, storage space, or special furnishings. In general, each exhibit will remain posted for four to six weeks.

The Library does not carry insurance on art or any other items loaned to the Library for display and exhibit. All exhibitors must sign a release and an insurance waiver before any art or item can be displayed in the Library.

The Library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any art, materials, or items displayed or exhibited. Everything placed on display in the Library is there at the owner's risk.

The exhibit rooms are multi-functional. Exhibits cannot in any way disrupt the normal routine of the library. Meetings, programs, or other events may be held in the space concurrent with any exhibition.

Should the artist wish to sell their work, proceeds of artwork sold are paid directly to the Library. The Library keeps 30% of the sale price and pays the artist the balance.

Approved by the Board of Trustees, January 18, 2022

**Roeliff Jansen Community Library
Insurance Waiver and Release**

I, the undersigned, hereby lend the following works of art or other material or items to the Library for exhibit purposes only. I (WE) HAVE READ the Displays and Exhibits Policy and understand that insurance for exhibited works is recommended and that in the event of loss or damage the signatory is solely responsible. In consideration of the privilege of exhibiting in the Library, I hereby hold harmless and release the Library from responsibility for loss, damage or destruction while the materials described below are on Library property.

Exhibition to be held in the
Community Room/_____ during _____

Description of materials loaned

Signature _____

Date _____

Address _____

Telephone _____

Email _____

**Roeliff Jansen Community Library
APPLICATION FOR EXHIBITION**

Exhibitor (s) _____

Address _____

Telephone _____

Dates of Exhibit _____

Specific Times of Use of Room:

- Set Up: _____
- Opening: _____
- Removal: _____

Description of exhibit. Please attach list of items to be displayed.

I (WE) HAVE READ the policy information and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space at the Roeliff Jansen Community Library.

Signature

Date

Signature

Date

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For library use:

Date \_\_\_\_\_ Approved and confirmed with applicant (s) \_\_\_\_\_

Please mail this completed form to:      Director  
Roeliff Jansen Community Library  
P. O. Box 669  
Hillsdale, NY 12529

Email to [director@roejanlibrary.org](mailto:director@roejanlibrary.org)