

Appendix E

**BOZEMAN PUBLIC LIBRARY
EXHIBITION LOAN AGREEMENT**

Please sign one copy and return to:
Bozeman Public Library, 626 E. Main Street, Bozeman, MT 59715

ARTIST NAME:

ADDRESS:

EXHIBITION TITLE:

MEDIA:

DATES OF EXHIBITION:

SET-UP:

TAKE-DOWN:

RECEPTION DATE:

- The artwork on loan and accompanying materials may be used for promotional or educational purposes connected with this exhibition, including but not limited to: the Library newsletter, website, posters, show announcements, catalogues, and other publications. Artist's work samples may also be used for this purpose, and the artist should indicate which works will be included in the exhibit. Artist samples will not be returned to the artist, unless specifically requested.
- All work must remain at the Library for the duration of the specified exhibition dates.
- All work in Library exhibitions must be for sale. The artist must provide a complete price list to the Library Foundation upon the exhibition opening.
- A 30% commission will be retained by the Library Foundation on any work sold. The Library Foundation will collect the total retail amount from the purchaser and pay the artist 70% of the purchase price upon conclusion of the exhibition. Crating and shipping expenses will be the responsibility of the purchaser.
- Installation of the exhibition is the responsibility of the artist. The staff of the Library Foundation will work cooperatively with the artist to create the best possible display of the artist's work. Special requirements must be prearranged with Foundation staff. Final decisions regarding publicity, curation, text, and installation of the exhibition will be made by the Library Foundation.
- Works exhibited at the Bozeman Public Library are covered by nominal insurance. If additional insurance is required, it is the responsibility of the artist.

I understand and agree to all of the above terms:

Artist: _____ Date: _____

Library Foundation: _____ Date: _____

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BOZEMAN PUBLIC LIBRARY EXHIBITION PROPOSAL GUIDELINES

The Library invites you to submit an exhibition proposal, as we are committed to promoting the visual and aesthetic enhancement of the Bozeman community through an ongoing process of rotating exhibits of public art in the Library. The Atrium Gallery will showcase both traditional and innovative contemporary art forms as well as the work of both established and emerging artists of our region. The Library is committed to exhibitions that will expand the public's appreciation of art as well as reflect the diversity of the community. The Library Art Committee, consisting of local artists, community members, Library Foundation Board and Library staff, will review the submitted applications several times throughout the year. Each exhibition will run for approximately two months.

In order to best represent your work, please include all requested materials with your proposal. Incomplete proposals will not be considered.

1. **Cover Letter** expressing your specific interest in showing your work at the Library.
2. **Work Sample** on CD with five (5) to ten (10) images of your current work. (jpeg files: 300 dpi, 8" in either direction, each files should be labeled with your name and the title of each piece.)
3. **Inventory List** on CD and Hard Copy
Please include your name and contact information at the top of the page, and list, in the following order: title of each piece, dimensions, medium, year, retail value
4. **Artist Statement** on CD and Hard Copy
5. **Bio and Resume of selected exhibitions** on CD and Hard Copy

Please send your packet to:

Library Director, Bozeman Public Library, 626 E. Main Street, Bozeman, MT 59715

Do not send application by email. Your packet will be retained until a review is scheduled with the Library Art Committee. If you are accepted for an exhibition, your packet may be retained for reference. If your proposal is declined, your packet will be returned.

Thank you for your interest in exhibiting at the Bozeman Public Library!