

Please return to Donna Cirenza
LeRoy Collins Leon County Public Library
200 West Park Avenue
Tallahassee, FL 32301

**LEON COUNTY PUBLIC LIBRARY
APPLICATION FOR ART EXHIBITION/DISPLAY**

TITLE OR SUBJECT: _____

EXHIBITING DATE REQUESTED: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBERS: _____

Describe the intent of the art exhibition/display and/or artist statement:

Estimate the amount of linear horizontal wall space (or its equivalent) needed to display the artworks: _____

Provide any special considerations for displaying and hanging that will be required: _____

I will need signage for the display. YES _____ NO _____

INDEMNITY AGREEMENT SIGNED? YES _____ NO _____

I agree with the Library's Exhibit/Display Procedures and Policy.

APPLICANT SIGNATURE

DATE

Application for Art Exhibition/Display

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LIST OF SAMPLES SUBMITTED

(If slides or photos are submitted, please clearly label each one with the artist's name. List each slide's title, dimension and medium below and then place appropriate number in the upper right-hand corner of the slide.)

TITLE

DIMENSION & MEDIUM

| | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |

OR

URL for WEB SITE containing representative samples for review:

INDEMNITY AGREEMENT

WHEREAS, the undersigned desires to place on display at the LeRoy Collins Leon County Public Library the items listed; and

WHEREAS, Leon County, by and through the director of the library and/or his or her agents, has advised the undersigned that Leon County will allow said items to be placed on display at the LeRoy Collins Leon County Public Library provided that the undersigned will indemnify and hold harmless Leon County from and against any and all liability for damages occasioned by or to said items listed.

NOW, THEREFORE, in consideration of the premises and the permission by Leon County to display the items listed in the LeRoy Collins Leon County Public Library, or any branch thereof, the undersigned hereby agrees to indemnify and hold harmless the said Leon County against any and all liability, loss, damages, costs or expenses occasioned by or to the said items listed which the undersigned may hereinafter incur, suffer or be required to pay, said items to be displayed being as attached.

IN WITNESS THEREOF, the undersigned has executed this Indemnity Agreement on this the _____ day of _____ 20____.

Signature

Signed, Sealed and Delivered in the Presence of:

Notary

Commission Expiration Date

EXHIBIT/DISPLAY PROCEDURES

1. The Library staff liaison to the Citizens Review Committee works with the Committee to arrange for artists, groups and organizations to exhibit or display their works. The Library will assist with appropriate signage and news releases.
2. Prior to the selection of exhibit/display items, a completed application form must be submitted, along with pertinent work samples, to the Citizens Review Committee.
3. The Committee will schedule review dates and notify applicants accordingly.
4. A statement indicating agreement with the exhibit/display policy must be signed by the exhibitor/displayer, and also signed on behalf of the Library by Library staff liaison to the Citizens Review Committee.
5. Artworks or displays are usually scheduled for a 30-day period.
6. Children's artworks are coordinated solely by the Youth Services Section of the Library.
7. The individual or group exhibiting is responsible for transporting, arranging and later removing the display items. The exhibitor must use existing Library hanging devices, unless Library approval (obtained in advance) permits exhibitor to utilize other hanging equipment. (If assistance is needed, the Library staff liaison to the Citizens Review Committee may be contacted.)
8. The Library is not financially responsible for loss of or damage to artworks or display items.
9. For access by interested patrons, exhibitors/displayers may provide a contact name and phone number in the exhibit.
10. Should a display or exhibit be challenged by a member of the community, the Library Advisory Board will review the complaint within ten (10) working days. A member of the Citizens Review Committee will be asked to participate in the complaint review process. The exhibit will remain in place until a decision has been made.

Exhibit/Display Procedures

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11. The following locations are available as exhibit/display areas:

Collins Main Library

1st Floor, Youth Services

- Tackable surface for youth displays
- Art display area

2nd Floor, Adult/Reference

- Tackable surface for displays 30 ft. x 5 ft. (equipped with Walker Hanging System featuring hanging brackets for framed artwork, and rods for hanging quilts or cloth banners)
- Two freestanding art display panels 9 ft. x 3 ft.
- Two locked display cases 56 ½" x 26 ½" x 9"

Dr. B.L. Perry, Jr. Branch Library

- Locked horizontal display case
- Locked vertical display case in foyer

Eastside Branch Library

- Locked vertical display case

Fort Braden Branch Library

- Two locked vertical display cases

Northeast Branch Library, The Bruce J. Host Center

- Two locked vertical display cases

Adopted July 9, 1991
Board of County Commissioners, Leon County

Revised Branch Exhibit Information
July 15, 2013