



Art in the Library Conditions and Release

Art in the Library is a collaborative project which provides space for display of original local art in branches of the North Olympic Library System. The following conditions and agreements apply to all art displayed in the Library as a part of the *Art in the Library* project. No item(s) will be accepted by the North Olympic Library System for display or exhibit unless this Conditions and Agreement form has been fully completed and signed.

Conditions for Display

1. By signing this release form, the artist agrees to indemnify, defend and hold harmless the North Olympic Library System and its appointed officials, boards, committees, agents and employees (collectively, the "Library") for damage to, or theft of any item(s) loaned to the Library for display. No insurance or other extraordinary measures will be taken by the Library to protect art displayed in the library.
2. The artist hereby affirms that the art work provided for display is his/her original work.
3. The artist authorizes the Library to photograph the exhibit, and to use such photographs in printed library materials and/or on the library website, for the purpose of describing or promoting the Library, library programs and services, or the *Art in the Library* project.
4. The Library is not involved in the sale of the artwork that is on display. However, prices may be posted and/or a price list provided. The Library will provide artist contact information to interested buyers.
5. The Library reserves the right to reject any item(s) not deemed suitable for display, for any reason whatsoever.
6. Artists are responsible for delivery, installation and removal of their own art displays. Artists must install/remove their work on the dates scheduled by the Exhibit Coordinator. Exhibits must be installed/removed at the scheduled times unless other arrangements have been specifically made with the Library Branch Manager or designee. Artists must check in with the Library Branch Manager or designee prior to installing or removing artwork. If necessary, the artist may authorize someone else to install/remove an exhibit by providing the name of the authorized person in writing to the Library Branch Manager or designee.
7. Item(s) not removed after the agreed closing date will be stored in the library workroom at the owner's risk.

8. All two-dimensional wall art must be properly framed (for the medium) and have a wire on the back of the artwork for hanging purposes. Three-dimensional artwork must be displayed in a stable manner.
9. The Library provides an art rail system with cables and adjustable hooks from which artwork will be displayed. No fixtures may be attached to the walls without express permission of the Library. Exact hanging arrangements will be determined by library staff in coordination with the Exhibit Coordinator and the artist.
10. Artists must provide:
 - i. A biographical statement (typed on an 8 1/2 x 11 sheet of paper, vertical format). This information will be placed in a sleeve in a binder provided by the Library and be available for viewing by the public.
 - ii. A list of the works to be displayed that includes Artist's name, Title, medium, and price (on an 8 1/2 x 11 sheet of paper, vertical format). This information will be placed in a sleeve in a binder provided by the Library and be available for viewing by the public.
 - iii. Labels printed on white card stock (standard business card size). Labels must contain artist's name and title of work, and may contain pricing information. Labels will be attached to the wall near the artist's work.
 - iv. High quality and resolution digital image(s), in a jpg format, for the purpose of *Art in the Library* publicity and/or promotion. Images must be no smaller than 100x150 pixels, 72 pixels/inch for use on webpage. Larger and higher resolution images are preferred for use in print publicity and/or inclusion with new releases.



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Agreement

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(Please print clearly):

Artist's Name: _____

Address: _____

Phone: _____ **Email:** _____

Description of artwork to placed on display:

Artwork to be displayed in the following location:

Port Angeles Main Library

Forks Branch Library

Sequim Branch Library

Clallam Bay Branch Library

Dates of show: _____ to _____

I have read the attached Conditions for Display, and hereby agree to all terms and conditions set out in this Conditions and Release Agreement.

Signature: _____ **Date:** _____