



96 LIBRARY STREET · HUDSON, OHIO · 44236

The Hudson Library & Historical Society

## Guidelines for Art Exhibits and Displays

The Hudson Library & Historical Society welcomes and encourages local artists and students to display their work at the library. The following guidelines shall apply:

1. **SCHEDULING**: Sue Kissack, Technical Services Assistant and member of the Hudson Society of Artists, maintains a list of artists who wish to exhibit at the library. Anyone wishing to display will be given consideration; however, the library will make final decisions about exhibits based on variety and balance. Displays are scheduled whenever possible 4 – 6 months in advance. Exhibitors are contacted for a specific month/months and dates are set which are convenient for both the library and artist for hanging the displays and removing them. Exhibiting artists need to provide biographical information and one photograph of the artwork one month prior to the exhibit.
2. **HANGING ARTWORK IN THE GALLERY**: Artists are encouraged to hang or arrange their own displays, but staff will be available to assist whenever possible. Artwork should be framed. Each piece should be secured on the back to allow for proper hanging (e.g., wired)
3. **IDENTIFYING THE ARTWORK**: A descriptive art inventory has been attached for your convenience to fill out. Suitable labels (titles WITHOUT prices) should be prepared by the artist and attached to the artwork. A price list will be made available at both the Information Kiosk in the library as well as at the Circulation Desk.
4. **PURCHASING**: Any work purchased must be left up until the show is over. All sale arrangements must be made directly between the artist and the buyer. The library receives no commission and can not be involved in any sales transactions.
5. **LIABILITY**: While the library will do whatever it can to ensure the art is protected it cannot guarantee the safety of any items. Therefore, In consideration of having the work displayed, the artist /student must sign a waiver releasing the library, its officers, agents and employees from any loss, damage or claim arising from the display of the artwork. Specifically the undersigned assumes all risk of loss incidental to the displaying of any art and is encouraged to purchase risk insurance for the duration of the show.

Please sign, date, and return the completed art loan form to the Hudson Library & Historical Society. A countersigned copy will be returned to you for your records.

I have read and agree to the above conditions and verify that I am the owner or agent of the art to be exhibited. I understand that by signing this agreement, I agree to be bound by all of the provisions set forth herein.

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Agent Signature

\_\_\_\_\_  
Date

*Please complete the following information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_