

Exhibit Start Date _____

Exhibit End Date _____

Southborough Library Exhibit Policy

- The Southborough Library allows artists on a first-come, first-serve basis to exhibit/display art in designated areas within the Library as long as said exhibit does not conflict with library services and programs. Designated areas are determined by the Library Director and Assistant Director. Exhibits generally last two months, but this varies at the discretion of the Library Director.
- All exhibits will be reviewed by the Library Director and Assistant Library Director. All final decisions regarding exhibits are at the discretion of the Library Director.
- Southborough and its Library are not responsible for the care and safety of works displayed.
- The artist understands that insurance to protect his/her work is not available through the Town or the Library while it is in the care, custody, and control of the Library. Any insurance carried on this work shall be paid for and carried by the artist as she/he/they/it chooses.
- The Southborough Library does not endorse the viewpoints or artistic expression of exhibitors, and will not disallow exhibits solely based upon controversial content or because of the beliefs or affiliations of those whose work is represented. Exhibits should be intended for all ages.
- Artists will put up and take down their own shows. No storage space is available to exhibitors. The Library Director will assist with exhibitions as time allows.
- The Library takes no commission for any art sold. It is not permitted for prices to be listed on individual pieces of artwork. Price lists can be made available by staff to patrons upon request.
- The Library is not responsible for advertising the exhibit. The artist understands that, owing to the nature of the exhibit area as a public space, exhibits may be temporarily unavailable for viewing due to programs, meetings, and other events being held in the room. Those programs, meetings, and events may not be interrupted to accommodate viewers of the exhibit.

Name of Artist/Exhibitor _____ Contact Telephone _____

Number of Works Displayed _____ Contact E-Mail _____

Please agree to and sign the following:

I understand that the Southborough Library will not assume any responsibility for materials or items lent to it for exhibit purposes. I agree to release the Southborough Library and by extension the Town of Southborough from any responsibility or liability in regard to damage, theft, loss, or in any other regard to materials or items displayed on premises. I agree that if I wish to protect such items from loss, damage, theft, etc. that I will privately place my own personal insurance on the items listed above. I agree to be responsible for any damage to Library property caused by the exhibit. The Library is not responsible for exhibit material not removed at the close of the exhibit date and it does not provide storage facilities.



Artist/Exhibitor Signature