



## Art Exhibit Policy

The Ramsey County Library is interested in providing attractive educational and cultural exhibits which do not distract from or disrupt library experiences or opportunities, for the benefit of the public.

Below is a list of guidelines pertaining to art exhibits:

1. The Library Director, upon advice and recommendation from the Exhibit Committee, is responsible for the acceptance or rejection of exhibits.
2. Exhibits sponsored by the library will take precedence over other types of exhibits.
3. The exhibit should be of general interest, suitable for all ages, and consistent with the library's mission, as determined by the library.
4. The library reserves the right to refuse to accept any exhibits, including but not limited to those that primarily promote commercial interests, as determined by the library.
5. An **exhibit proposal** must be submitted to the Exhibit Committee, Attn: Communications Manager, 4570 N. Victoria St., Shoreview, MN, 55126. The proposal shall include the following components:
  - a. Exhibitor name
  - b. Group affiliation, if any
  - c. Exhibitor contact information
  - d. An inventory of all pieces to be exhibited, including titles, size, value, and brief description. Please include representative sample photographs of the art work.
  - e. A description of the proposed method of displaying the art work.
  - f. A waiver of subrogation from exhibitor's insurance company. Artists are responsible for insuring their work, and must file an acceptable Certificate of Insurance with the library. The library shall not be held responsible for any loss or damage to the art work.
  - g. Proof of worker's compensation (or a signed declination form) and insurance coverage.
  - h. Preferred dates for exhibit, including set-up and take-down dates.
  - i. Plan to promote the exhibit, including a brief summary of the exhibit. The library may include an announcement of the exhibit in its quarterly newsletter and on its website.
6. The exhibitor shall sign a contract after the completion of the exhibit approval process and before any materials are displayed. A sample of a contract is attached.
7. The exhibitor shall not sell the art work at the exhibit, but may leave contact information for the public.
8. The library reserves the right to refuse, discontinue and/or remove the exhibit or any individual pieces of the exhibit at any time without notice.

*Approved by the Ramsey County Library Board  
September 15, 2004*