

# **Lockport Public Library**

## **Hilde S. and Henry J. Herzog Memorial Room**

### **Procedures for Exhibits and Displays**

The Herzog Memorial Room of the Lockport Public Library is available to local artists, craftspeople, and poets for exhibit space that is scheduled for a designated period of time. It is located in a high traffic area of the Library, and for that reason, is appreciated by artists who wish to see their exhibits well attended.

In order to maintain the Herzog Room for use by all participating artists and to preserve the quality of the Room, the following procedures must be observed.

- 1.) Arrangements must be made with designated Library staff to schedule a time to hang and remove your work. A custodian must be present to supervise set-up and removal of all items. Transportation, mounting and dismounting the exhibit is the sole responsibility of the owner.
- 2.) The artist must review, fill out and sign both an application form and a release form prior to approval that absolves the Lockport Public Library for loss or damage to the property on display.
- 3.) All items displayed in the Library are done so at the owner's risk. The Board of Trustees and the employees of the Lockport Public Library assume no responsibility for the preservation, protection, possible damage or theft of any exhibited item.
- 4.) Exhibit topics are at the discretion of the Library Director and each item must meet the Library's standard of value and quality.
- 5.) The Library Director reserves the right to reject any part of an exhibit, or to change the manner of display.
- 6.) Arrangements for purchasing art must be between the artist and customer off Library property. The Library is not responsible for these transactions, including the transfer of money. The Board of Trustees does not require a commission from the sale of artists' works. The Board offers this service in support of local artists. Business cards may be left in a designated holder provided by the Library but no prices can be displayed in compliance with the library's policy on solicitation (see community room policy).
- 7.) Exhibits are scheduled for a pre-designated amount of time based on the schedule of the Library and as indicated on the application form.
- 8.) The total value of items for display should not exceed \$1,500.

Adopted by the Board of Trustees: March 22, 2007  
Lockport Public Library

**Lockport Public Library**  
**Hilde S. and Henry J. Herzog Memorial Room**    Date \_\_\_\_\_  
**Application for Display and Exhibit**  
(Please print or type.)

Owner of display items: \_\_\_\_\_

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

\_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Email: \_\_\_\_\_ Barcode #: \_\_\_\_\_

Number of items (and type): \_\_\_\_\_

Condition of items: \_\_\_\_\_

\_\_\_\_\_

Name of person installing the exhibit: \_\_\_\_\_

Exhibit installation date: \_\_\_\_\_ Exhibit removal date: \_\_\_\_\_

Signature of Library Director: \_\_\_\_\_



I certify that the above information is correct.

Signature of owner: \_\_\_\_\_

Date: \_\_\_\_\_



Signature of person removing items: \_\_\_\_\_

Date: \_\_\_\_\_

## RELEASE FORM

In consideration of the Agreement of the **Lockport Public Library** to permit the display in the Hilde S. and Henry J. Herzog Memorial Room of certain items of which I am the owner, such items being identified as follows:

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

Please list additional items on the backside of this sheet. Please include a photograph for each item.

I do for myself, my heirs, executors, administrator and assigns, remise, release, forever discharge and agree to save harmless, the said Library from any and all claims, damages, actions or causes of action I may have as the result of damage to, theft, or other unexplained loss of, any such item while on display by reason of the granting to me of permission for display thereof in the Library exhibiting area or other area open to the public.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

STATE OF NEW YORK)

) SS:

COUNTY OF NIAGARA)

On this \_\_\_\_\_ day of \_\_\_\_\_, before me, the subscriber, personally appeared \_\_\_\_\_ to me personally known and known to me to be the same person described in and who executed the within instrument, and he/she duly acknowledged to me that he executed the same.

\_\_\_\_\_  
Notary Public