

Community Room Gallery Policy

One of the aims of the Cuba Circulating Library is to provide access to artistic and cultural resources to the patrons within our chartered area. The Library maintains a small gallery in its Community Room to allow local artist exhibit their art as well as local residents view said art.

The gallery is open to the public. However, except during programs (both sponsored by the library and by other community groups) the Community Room containing the gallery will be locked. Therefore those wishing to access the gallery are to procure a key from the Circulation Desk and return it promptly after viewing the exhibit. A library card is not required to view any exhibit.

The Acquisitions Committee, a subset of the Cuba Circulating Library Board of Trustees, is responsible for coordinating with artists to arrange exhibits. Working with the artist(s), the Acquisitions Committee determines the installation and removal dates of the exhibit.

The artist may wish to sell the art displayed in the gallery. It is the artist's responsibility to clearly mark the prices of the works and provide detailed contact information allowing interested parties to contact the artist if this is what the artist desires. However, the Cuba Circulating Library is NOT responsible for the sale of any art work; this responsibility rests solely with the artist.

The Cuba Circulating Library endeavors to safeguard the art exhibited in the gallery; however the Library is unable to guarantee the exhibit's safety absolutely. The exhibit is unsupervised the majority of the time. Therefore the Board of Trustees asks that each artist exhibiting in the gallery sign an "Artist Exhibit Release of Liability" prior to the installation of the exhibit. The Release protects the library from any liability should something unforeseen occur in which there is loss or damage to the work(s) displayed or injury to the artist displaying them.

Artist Exhibit Release of Liability Form

Installation Date _____

Removal Date _____

I agree that as an artist exhibiting at the Cuba Circulating Library, I am responsible for the transportation, installation, and removal of the exhibit.

I understand that although the Cuba Circulating Library will work to safeguard the exhibit, the exhibit will often be unsupervised. I understand that the exhibit is open to all members of the community.

I agree to not hold the Cuba Circulating Library responsible for any damage or loss due to theft, vandalism, fire, water, or other damages during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers, harmless for any liability, loss, damages, claims or actions for any bodily injury and/or property damage during transportation, installation, exhibition, and removal of the exhibit.

I agree to indemnify and hold the Cuba Circulating Library, its Board of Trustees, director, employees, and volunteers, harmless for any type of intellectual property infringement, including but not limited to patent, copyright or trademark infringement during transportation, installation, exhibition, and removal of the exhibit.

I understand that the Cuba Circulating Library does not insure the property of the exhibit and that I may choose to acquire my own insurance. If I, the artist, acquire insurance for the exhibit, I agree to submit a copy of the insurance to the Cuba Circulating Library.

I understand that the Cuba Circulating Library reserves the right to photograph any or all artwork for promotional and/or record-keeping purposes.

Artist Name (Printed) _____

Artist Signature _____ Date _____

Approved by the Cuba Circulating Library Board of Trustees 11/10/14