

APPLICATION FOR TEMPORARY EXHIBITS

Atlanta-Fulton Public Library System

Central Library

(Please type or print)

Name of Exhibitor: _____

Telephone number: Work _____ Home _____

Name and Type of Exhibit _____

Number of Pieces _____ Please describe physical characteristics

And/or special equipment needs _____

Dates Requested: _____ to _____

Exhibit Space Requested:

Lower Level Gallery – Wall Display Areas

Time needed to mount exhibit: _____ days _____ hours

Time needed to dismantle exhibit: _____ days _____ hours

I HAVE READ THE POLICY GOVERNING TEMPORARY EXHIBITS ADOPTED BY THE LIBRARY BOARD OF TRUSTEES APRIL 1996 AND THE LIBRARY'S STANDARD OPERATING PROCEDURES (ATTACHED) AND AGREE TO ABIDE BY THE CONDITIONS SET FORTH. I UNDERSTAND THAT THE LIBRARY WILL NOT ASSUME ANY RESPONSIBILITY FOR MATERIALS OR ITEMS LENT TO IT FOR EXHIBIT PURPOSES. I AGREE TO RELEASE THE ATLANTA-FULTON PUBLIC LIBRARY SYSTEM FROM ANY RESPONSIBILITY OR LIABILITY IN REGARD TO DAMAGE, THEFT, LOSS, OR IN ANY OTHER REGARD TO MATERIALS OR ITEMS LISTED ABOVE. 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.

(Date)

(Signature of Exhibitor)

Please read guidelines and initial all pages. Return To:

General Collections Department, Central Library

One Margaret Mitchell Square NW, Atlanta, GA 30303

tel: 404-730-1745

fax 404-730-1757

FOR STAFF USE ONLY

Approved _____

(Check)

(Central Library Administrator)

(Date)

STANDARD OPERATING PROCEDURES

LIBRARY BOARD POLICY REGARDING TEMPORARY EXHIBITS

GENERAL GUIDELINES

- I. Library exhibit spaces are free to the public but are scheduled by applications. Copies of the Exhibitor Application Form, Library Board of Trustees Policy Regarding Temporary Exhibits and Standard Operating Procedures are available by fax, mail or in person at all of the Atlanta-Fulton Public Library branches.

An Exhibitor may apply in person at the Central Library through the General Collections Agency Manager's office, the Auburn Avenue Research Library through the Administrator's Office or individual branches through the Branch Managers' Offices.

Preference for space will continue to be given to library-related activities and special events which have traditionally been observed by the Atlanta-Fulton Public Library System, i.e. African-American History and Women's History months and the Summer Reading Program.

Selection of an exhibitor does not constitute an endorsement of the exhibitor's theme, mission or beliefs or of any particular artist or craftsman.

II. Exhibit Sources:

1. Library staff may contact individuals and organizations which may provide exhibits that support library programs or would be of interest to library users.
2. Individuals may submit applications for exhibit space, along with resumes and exhibit work samples. Applications at the Central Library will be reviewed by the Library Exhibit Taskforce and if approved, the applicant will be notified and space assigned.

Managers of individual agency sites will be responsible for approving exhibits at their individual locations.

III. Guidelines for Exhibitors:

1. If requested, a prospective exhibitor shall submit an application accompanied by:
 - a. Resume: The exhibitor's resume may include biographical information about the exhibitor, pertinent educational and professional training and listings of previous exhibits, if any.
 - b. Samples of Exhibitor's Work: Slides or photographs of sample work to be included in the exhibit. These will be returned to the exhibitor at the end of the exhibit period.

Materials accompanying applications which have not been approved will be returned to the applicant as soon as possible.

2. The Library reserves the right to delete from consideration or remove from exhibit, any works or items which it considers inappropriate for a library setting. This includes, but is not limited to, materials which may advocate discrimination on the basis of sex, age, religion, race or sexual orientation.
3. Artwork prices cannot be included on any exhibited materials. The Library cannot be used as agent for selling or promoting a particular product or company for commercial purposes, nor can any display be used to promote sectarian or partisan political viewpoints.

For informational purposes an exhibitor can display his name, address and phone number with the exhibit. Any signs accompanying exhibits are subject to library approval and must be correctly spelled and neat in appearance.

4. The Atlanta-Fulton Public Library System cannot guarantee the safety of exhibits. Exhibitors who are chosen will be required to sign a "Hold Harmless Agreement" included in the Exhibitor Application Form, absolving the Library of all responsibility for theft or damage.

The Library assumes no insurance liability for materials on display. Insurance coverage is the responsibility of the exhibitor.

_____Initials

5. Publicity for selected exhibits, including press releases and promotional materials, must be approved by the Agency Manager and/or the Central Library Administration.
6. An exhibit may be on display for a maximum period of two months. Exceptions may be made at the discretion of the Library Manager.
7. Exhibits may not contain hazardous material or items which might decay, have odors or leave stains. In the event that toxic substances are used, the Library reserves the right to request that the exhibit be removed.

The Exhibitor will be responsible for any damage to a library facility created by his display including those incurred in the hanging or dismantling of it. Damages will be assessed by staff of the Library's Maintenance or Fulton County Building Departments and the exhibitor will be billed an amount accordingly. Failure to comply with the assessed costs will result in denial of the use of future exhibit space.

8. Library staff will assist an Exhibitor by scheduling the installation and removal of exhibits, but the Exhibitor is responsible for hanging and removing the exhibit.

When the exhibit is over and the display materials are not claimed, staff will try to contact the exhibitor and if unsuccessful, these items will be disposed of at the discretion of the Library. The exhibitor may be billed for storage costs.

9. Exhibitors who wish to hold an opening exhibit reception at the exhibit's location may apply to do so through the same channels used for booking exhibit space. Funds for opening exhibit receptions are not provided by the Atlanta-Fulton Public Library System, nor can they be accommodated at all branches.

_____ Initials