** Purpose:** Display art work and collections in the library with an emphasis on local artists.

**Space Available:**
- Display wall outside the community room
- Display case outside the Michigan Room

**Procedure:**
- Artists, craftsmen and collectors may display work.
- Artist will submit application. If artwork has not been previously reviewed, application will be submitted with photos/slides of sample works or a link to electronic photo file.
- Artist agrees to transport, set up, take down and insure display. Artist agrees to use the library hanging system.
- Artist may make art available for sale. Prices and contact information should be provided in the display. The library will not be involved with sales or money collection. Artist handles all monetary transactions.
- Contact information should be available in the display.
- Artist is welcome to host an exhibit reception at the artist’s expense. Library staff will include that information in press communications.
- The library assumes no responsibility for the preservation, protection, damage, or theft of any item exhibited. All items placed in the library are done at the owner’s risk.
- The director will accept applications, review and schedule artists, and submit news releases.
- The library shall have the final decision on the number, content, arrangement, and duration of the exhibit. All exhibitors are required to sign a form which releases the library from any responsibility.
- Displays sponsored by the library or placed in conjunction with library programming will be scheduled to best meet the needs of the library, and regular scheduling will be waived.
Waiver of Liability Form

I, the undersigned, hereby lend the following works of art to the Charlevoix Public Library for exhibit purposes only. I acknowledge and agree that the Charlevoix Public Library and its display space are open to the public. Thus, exhibiting artwork therein may involve the risk of property damage and/or property loss. In consideration of exhibiting the artwork in the library, I release the library from responsibility for loss, damage, or destruction while the artwork is in the possession of the library. I hereby agree to hold harmless the Charlevoix Public Library and all affiliated entities, their directors, officers, trustees, agents and employees.

Description of materials loaned:
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Name: _____________________ Date__________________________

Address___________________________________________________________________________________________

Email:______________________ Telephone:____________________

Signature_____________________________________________________

The above named individual is authorized to exhibit his/her artwork at the Charlevoix Public Library on the following dates:

____________________________________________  ______________________________
Library Director  Date
Display Wall Measurements