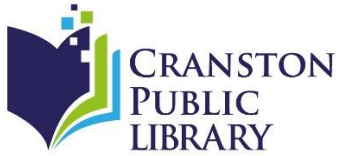


## Guidelines for Exhibits & Displays

1. An appointment to hang artwork in the gallery at the Central library will be made with the Assistant Library Director (401-943-9080, x101). An appointment to arrange a display at the William Hall library will be made with the Branch Librarian (401-781-2450).
2. An "Exhibit & Display Release Form" will be signed in advance of exhibiting or displaying artwork. In the case of a large group exhibit, the coordinator of the exhibit may sign for the total exhibit participants.
3. Schedules must be maintained, as subsequent exhibitors need to hang their work or arrange their display based upon the previous exhibitors' schedules. All artwork must be delivered and hung/displayed on the setup date. No art work will be stored before or after agreed upon dates.
4. Exhibitors are responsible for setting up and taking down exhibits or displays. Library personnel are not available for setting up or taking down materials.
5. Artwork hung in the Central library's meeting room gallery must fill the room. For group displays, a minimum of 3 artists who are able to fill the meeting room gallery will be accepted to display artwork.
6. Art in the Central library's gallery will be hung using the Walker Display System rods and hooks. No nails may be put into walls, moldings, or display cases. No marks or tape (other than masking tape) may be used on walls or display cases. Pads should be used on the back of art works to protect the walls.
7. Exhibitors are responsible for bringing all necessary supplies, such as picture wire, corner pads for art, or other supplies. Exhibitors are responsible for removal of all packing material. The library will provide ladders and the hooks necessary for the Walker Display System. Library personnel will adjust the lighting.
8. If materials are for sale, the exhibitor may leave a price list or business cards for people who express an interest in the art. **Note: The library does not enter into sales negotiations or transactions or take a percentage of any sales that may result from the exhibit.**
9. The library will advertise the exhibit or display on the library's website, but the exhibitor is responsible for all other advertising.
10. No banners inside or outside of the library will be allowed to advertise exhibits.
11. The library reserves the right to decide the appropriateness of exhibit material to the public library setting.



140 SOCKANOSSET CROSS ROAD  
CRANSTON, RI 02920

(401) 943-9080

[WWW.CRANSTONLIBRARY.ORG](http://WWW.CRANSTONLIBRARY.ORG)

## Exhibit & Display Release Form

The artworks or other items displayed by me at the Cranston Public Library are deposited with the full understanding that the library is in no way responsible for damage or theft of my property while on library premises.

I release the library from all liability issues regarding the delivery, installation, or removal of my property from library premises.

I agree to assume all responsibility for my artworks or other items while on display at the library.

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Artist's/Exhibitor's Signature

Date