

THE  
GALLERY  
GLEN ROCK PUBLIC LIBRARY

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## GUIDELINES STATEMENT

**INDEMNIFICATION:** The Exhibitor shall transfer to the Library possession but not ownership of the property listed on the Inventory Sheet.

The Glen Rock Public Library, its insurance, employees, volunteers, agents, Friends and Trustees will not be responsible or liable for any loss or damage to artwork or framing during the exhibition and this Agreement. The Exhibitor agrees to indemnify and hold harmless the Glen Rock Public Library, its insurance, employees, volunteers, agents, Friends, and Trustees from and against any type of claim made against them as a result of exhibiting the Exhibitor's work.

The Exhibitor will be solely responsible for the delivery and removal of art. The legal portions afforded by this Agreement commence upon the signing of this Agreement by the Exhibitor and removal by the Exhibitor of all work from the Library's premises.

### ADMINISTRATION

The Gallery Committee is responsible for the administration, management, and art selection of the site. This is done in concert with the Friends of the Glen Rock Public Library. The Gallery Committee will not be responsible for maintaining the exhibit during the month.

### ART SELECTION PROCESS

Applications and art are accepted throughout the year. An Application can be obtained by emailing [gallery@friendsglenrocklibrary.org](mailto:gallery@friendsglenrocklibrary.org) or visiting [glenrocklibrary.org](http://glenrocklibrary.org). Click on About and then click on Art Gallery. All shows will be one month long. Each show will feature one artist, but a group show can be arranged.

## FEES

There is no charge for displaying in The Gallery.

## THE GALLERY SPACE

The Gallery space includes the Quiet Room – just inside the back door, the Rotunda just off the Main Entrance on Rock Road, and the area above the copiers. See enclosed floor plan for locations and dimensions.

## SECURITY SYSTEM

The Glen Rock Public Library has a security system for the building when closed. The Library will not be liable for any theft or damage to the artwork.

**SALE OF ARTWORK:** The work of art can be offered for sale. The picture tag will list the sale price. Payment for art purchased is to be made out to the order of the artists for the full amount and given to the artist at the end of the exhibit. Please note that the 20% commission fee owed to The Gallery will be waived for this show.

**PUBLIC RELATIONS:** The Gallery Committee will place announcements and press releases in local and regional newspapers, magazines, and social media sites. The Exhibitor is required to provide the Gallery with biographical information six weeks prior to the start of the Exhibitor's exhibition. All decisions regarding additional types of marketing are the sole discretion of The Gallery.

## GALLERY HOURS

The Gallery hours coincide with host of the Glen Rock Public Library. For specific days and times, to ***[glenrocklibrary.org](http://glenrocklibrary.org)***.