

## **Barrington Public Library Art and Collection Display Policy**

**Approved at the Trustee Meeting 06/17/2025**

### **Purpose**

The Barrington Public Library offers designated exhibit space for artists, community groups, and organizations to display artwork and related items of cultural, educational, or artistic interest. Exhibits enhance the library environment and support its mission to provide lifelong learning and cultural enrichment.

### **Eligibility**

Display space is available to individuals or groups on a rotating basis. Exhibitors must submit an application and may be selected based on space availability, relevance, and appropriateness of content.

### **Display Guidelines**

- Artwork must be suitable for viewing by all ages.
- The Library reserves the right to decline any display proposal.
- Exhibits are generally displayed for 4 weeks, as scheduled by library staff.
- All display materials, including setup and removal, are the responsibility of the exhibitor.
- The Library does not participate in the sale of artwork but may allow contact information to be included in the exhibit.

### **Liability and Insurance**

The Barrington Public Library does **not provide insurance coverage** for exhibited items. All items are displayed at the **sole risk of the exhibitor**. By agreeing to display at the library, exhibitors acknowledge that the Town of Barrington, the Barrington Public Library, and its staff are **not liable for any loss, theft, damage, or destruction** of displayed materials.

### **Agreement**

Exhibitors must sign a waiver acknowledging the above liability clause prior to installation of any items. A waiver will be provided during the application process.

## **Barrington Public Library Art Display Waiver Form**

*Town of Barrington, New Hampshire*

**Name of Exhibitor (Individual or Group):**

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**Primary Contact Person (if group):**

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Exhibit Title:**

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**Exhibit Dates:**

From \_\_\_\_\_ to \_\_\_\_\_

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### **Waiver of Liability**

I, the undersigned, understand and agree that:

- The Barrington Public Library does not provide insurance coverage for artwork or other items displayed at the library.
- I accept full responsibility for any damage to, theft of, or loss of the items I display.
- The Town of Barrington, the Barrington Public Library, its staff, and volunteers shall not be held responsible or liable for any such loss, theft, or damage, regardless of cause.

I understand and accept the terms of this waiver and agree to comply with the Barrington Public Library Art Display Policy.

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**Signature of Exhibitor or Authorized Representative:**

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**Date:** \_\_\_\_\_

**Library Representative (for internal use):**

**Procedure:**

**Barrington Public Library Art Display – Exhibitor Checklist**

✓ **Before the Exhibit**

- Submit completed **Exhibit Application Form** and receive approval from library staff.
- Review and sign the **Art Display Waiver Form**.
- Confirm exhibit **start and end dates**, installation time, and removal time with library staff.
- Provide an **itemized list of displayed works**, including titles, medium, and dimensions (optional but recommended).
- Ensure that all works are **ready to hang or display**.
- If desired, prepare a **short artist's statement** or description for display.

✓ **During Setup**

- Arrive on time for your scheduled **installation appointment**.
- Coordinate with library staff regarding wall or case space.
- Label each piece clearly with your name and title of the work (no prices on display).
- Leave contact information if interested parties may inquire about your work.

✓ **During the Exhibit**

- Monitor your own exhibit if necessary; the library does **not assume responsibility** for the condition or security of displayed items.
- Inform the library of any problems or issues with the display.

✓ **After the Exhibit**

- Remove all artwork and materials **by the scheduled end date**.
- Check the space and ensure it is left clean and undamaged.
- Sign out with a library staff member once takedown is complete.

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**Important Notes:**

- The library does **not provide storage space** before or after your exhibit.

- Items not picked up within 7 days after the closure of the exhibit may be subject to removal or disposal at the discretion of the library.

For questions, please contact:

**Barrington Public Library**

(603) 664-9715 | [director@barringtonlibrary.org](mailto:director@barringtonlibrary.org)