

**APPENDIX A
STANDARD / TEMPLATE FOR LIBRARY ART AND ARTISAN EXHIBITION
APPLICATION FORM**

POLICY 1075

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[Insert Library Name]
[Insert Library Address]

Introduction

The [insert name of library] is committed to providing access to a wide range of expressions, imagination, knowledge, creativity, intellectual activity and thought, in a welcoming and supportive environment. The [insert name of library] provides Exhibition Space to Artists and Artisans to display their Works while at the same time enriching the space for patrons, allowing them to participate in the creative life of their community.

Exhibitors will be selected according to the standards in NBPLS Policy 1075 – Art and Artisan Exhibitions. If the application is accepted, Exhibitions will require a signed ***Library Art and Artisan Exhibition Agreement*** between the Library and the Exhibitor.

The Library Manager/Director will consider a wide range of artistic expression in deciding on potential Exhibitors. Applications will be processed as they are received, with scheduling priority given to local Exhibitors who have not previously presented an Exhibition.

The Library Manager/Director reserves the right to refuse any Exhibition application. The Library Manager/Director reserves the right to limit the number of Exhibitions per Exhibitor or Exhibitors group per year.

The Library will provide space for Exhibitions that are:

- created by an Exhibitor and display original Works that do not infringe on the copyright of any other individual, group or organization.
- not in any contravention of federal or provincial laws and regulations, or municipal by-laws.
- respectful of the safety of public and staff.
- not primarily intended to be advertisements or solicitations for recruitment.

For more information on Library Exhibition Space, refer to New Brunswick Public Library Service (NBPLS) Policy 1075 – Art and Artisan Exhibitions (attached).

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Exhibition Space

[Insert description of the Library's Exhibition space, including dimensions]

Name of applicant:

Address:

Phone number:

Email address:

Describe what you intend to exhibit:

Indicate the type of exhibition in which you are interested:

- Individual
- Group

Please provide with your application:

- Exhibitor's biography
- Images of the Works
- Completed **List of Works and Description Form** (see attached)

Signature of Exhibitor(s):

Please return this form to the Library's circulation desk. You will be contacted by the Library Manager/Director. If your submission is approved, you will be required to sign a Library Art and Artisan Exhibition Agreement.

LIBRARY USE ONLY

- Approved**
- Not approved**

Provide rationale if not approved:

Date: _____

Signature of Library Manager/Director
