

MALDEN PUBLIC LIBRARY

Application Form for Use of Exhibit Space

Thank you for your interest in exhibiting at the Malden Public Library. Please take a self-guided tour of the Library prior to applying so that you are familiar with size limitations. Artwork may be displayed in the entrance hallway, entrance display case and glass display case located within the Library.

The Library is not responsible for loss or damage to any items on display. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to articles on display in the Library. All exhibitors must sign the "Release and Indemnification agreement" before any work is displayed.

The artist is responsible for hanging the show and must be prepared to both hang and remove artwork on dates agreed upon. A special hanging system is used in the Library, consisting of metal or fiberglass rods and hooks. Two rod lengths are available: 2' and 3'. The rods and hooks are already made up, but additional hooks can be placed on one rod for double hanging. Two kinds of hooks are available for rods, and can be adjusted. Exhibitors may not adjust track lighting.

Nothing may be glued or fastened directly to the Library's walls. You may, however stick a number on the frame of each work. If you choose to provide an artist statement, the library will copy it for you to make it available at the Information Desk. The exhibitor may leave a telephone number or business cards to arrange for sales. Prices may not be attached to the artwork. The Library cannot engage in sales or referral for sales.

The artist should take down the exhibit during daytime hours at a time arranged with the library.

As a courtesy to exhibitors, The Malden Public Library will submit basic monthly press releases and website listings. Artists may create and distribute their own postcards or invitations to receptions.

Exhibitors may book the Maccario Meeting Room for a reception, to be arranged with library staff. Use of the Maccario Room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room policy.

Approved by the Malden Public Library Board of Trustees on December 14, 2017

Updated 12/14/17

ARTIST INFORMATION

Name:

Address:

E-mail:

Telephone:

3 months out the 5 month application period available for exhibit:

Title of Exhibit:

Describe two or three works, including titles:

Please include a statement about your work or theme:

Will you be selling your works?

By signing this document, the artist allows the Malden Public Library to use the digital images provided in their application, on the MPL website and in promotional material. The Library will add watermarks on the website, so images cannot not be used without the artists' permission.

Signed:

Date:

If you have any questions please call Librarian Jen Browning at 781-324-0218