



City of Virginia Beach

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Library Gallery Exhibits Policy

Revised 03/19/2015

Virginia Beach Public Library offers library customers an opportunity to share in the enjoyment of the visual arts, allows artists and community residents to share creative talents and enhances the visual environment in which library service is delivered. VBPL's Central Library gallery features solo or group wall-mounted or two-dimensional exhibits. Branch galleries vary.

In determining appropriateness of their exhibits, artists must recognize that library audiences include all ages, levels of sophistication, religious backgrounds and personal tastes.

Exhibits are selected based on quality of work and appropriateness for display in a public space.

Conditions of Exhibition: Central Library

1. Individual artists and art organizations are invited to submit 6-8 digital images during an annual call for entries; deadline is typically mid-December.
2. Selection is made by the Gallery Coordinator and Art Team through a juried process and approved by the Central Librarian. All decisions are final.
3. Artists selected for exhibition will receive written/email confirmation including delivery and exhibition dates.
4. Exhibits are on display for a period of one month unless otherwise noted.
5. Artist and Central Librarian must each sign a waiver that outlines the terms of the art loan. The City of Virginia Beach assumes no insurance liability for artwork on display. Artists are responsible for their own insurance coverage.
6. As space and time allow, Virginia Beach Public Library may publicize gallery exhibits in library, city and external media. Artists may publicize their exhibits independently of the library but may not use VBPL's logo or imply partnership or endorsement from VBPL without approval from VBPL's Community Relations & Development Office.
7. The Gallery Coordinator and his or her staff are responsible for hanging all exhibits in the gallery. Placement decisions are final.
8. Library staff will provide signage for exhibits in the gallery.
9. Arrangements for opening receptions must be made in advance with the Central Librarian in accordance with the Meeting Room Policy.
10. Sale of exhibited art is permitted. Artists are responsible for their own sales.
11. All exhibit pieces will remain for the duration of the exhibit period. No individual piece may be removed prior to the final day of the exhibit. All display pieces must be picked up promptly on the agreed upon date.

Conditions of Exhibition: Bayside, Great Neck, Joint-Use Library, Kempsville, Oceanfront, Princess Anne, Pungo-Blackwater, Wahab Law Library, and Windsor Woods Libraries

1. Individual artists and art organizations are invited to contact each library Branch Manager to request an opportunity to display.
2. Selection is made by each library Branch Manager based on space availability and quality of style and presentation. All decisions are final.
3. Artists selected for exhibition will receive written/email confirmation including delivery and exhibition dates.
4. Exhibits are on display for a period of one month unless otherwise noted.
5. Artist and Branch Manager must each sign a waiver that outlines the terms of the art loan. The City of Virginia Beach assumes no insurance liability for artwork on display. Artists are responsible for their own insurance coverage.
6. As space and time allow, Virginia Beach Public Library may publicize gallery exhibits in library, city and external media. Artists may publicize their exhibits independently of the library but may not use VBPL's logo or imply partnership or endorsement from VBPL without approval from VBPL's Community Relations & Development Office.
7. Artists are responsible for hanging and removing their own exhibits.
8. All arrangements for opening receptions must be made in advance with each Branch Manager in accordance with the Meeting Room Policy and in conjunction with the Community Relations & Development Office.
9. Sale of exhibited art is permitted. Artists are responsible for their own sales.
10. All exhibit pieces will remain for the duration of the exhibit period. No individual piece may be removed prior to the final day of the exhibit. All display pieces must be removed promptly on the agreed upon date.



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Location: _____

Terms of Loan

The City of Virginia Beach, acting through its Department of Public Libraries (“the Library”), acknowledges receipt of the following art object (herein called the Object) as a loan from _____ (“Owner”), residing at _____, City of _____, State of _____:

Description of Object:

Restrictions:

Owner’s contact information (phone number(s), email address, and/or mailing address):

The Owner has lent the Object to the Library, and the Library has accepted the same on loan subject to the following terms and conditions:

1. The loan has been made in order to enable the Library to exhibit the Object at a special exhibition to be held at the premises of the Library from _____ to _____. The acceptance of the Object on loan shall not obligate the Library to exhibit the same if it elects not to do so.
2. The Owner agrees that the loan is subject to the terms of The Library Gallery Exhibits Policy, and the Owner acknowledges receipt of the Policy.
3. The Owner agrees to remove the Object promptly after the final date of its exhibit, which is noted above. If the Owner does not remove the Object the next business day after the end of the exhibit, the Library will attempt to contact the Owner using the contact information provided above by the Owner. If the Owner fails to retrieve the Object within five business days after the end of the exhibit, the Owner agrees that the Library

may dispose of the Object without restriction and without any payment or restitution to the Owner and without any liability of any kind.

4. The Owner hereby represents to the Library that he is the legal owner of the Object and hereby agrees to indemnify and hold harmless the Library, its employees, officers, and agents, from any and all claims by a third party regarding ownership of the Object or the Library's authority to display the Object.
5. The Library shall not be responsible for the preservation and safekeeping of the Object beyond the taking of such precautions as it ordinarily exercises in the preservation and safekeeping of its own property. It will not insure the Object. The Library assumes no liability for the Object. The Owner is responsible for his own insurance coverage. In the event of loss or damage, the Owner's recovery, if any, shall be limited to such amount as may be paid by the Owner's insurer; and the Library, its officers, agents and employees shall not be liable for any claims arising out of such loss or damage.

Dated: _____

Signed:

Branch Manager
Virginia Beach Public Library

Owner