

Art in Public Places Policy

Ritzville Library District #2 (RLD2) provides space to display original art by local artists. The following conditions apply to all art displayed in the Library. No item(s) will be accepted by RLD2 for display unless the Art in Public Places Agreement form has been fully completed and signed.

Conditions for Display

1. By signing the Art in Public Places Agreement form, the artist agrees to indemnify, defend, and hold harmless RLD2 and its appointed officials, boards, committees, agents, and employees (collectively, the “Library”) for damage to or theft of any item(s) loaned to the Library for display, regardless of the cause. No insurance or other extraordinary measures will be taken by the Library to protect art displayed in the library.
2. The artist affirms that the art work provided for display is his/her original work.
3. The artist authorizes the Library to photograph the display and to use such photographs in printed library materials, on the library website and/or library social media accounts for the purpose of describing or promoting the Library, library programs and services, and/or the display.
4. The Library is not involved in the sale of artwork on display. However, prices may be posted and/or a price list provided. The Library will provide artist contact information to interested buyers when applicable.
5. The Library reserves the right to reject any item(s) not deemed suitable for display for any reason whatsoever.
6. Works by any one artist can be displayed in the Library for a maximum of three months at a time. Works will be displayed as space is available and at the discretion of the Library Director.
7. Artists are responsible for delivery, installation, and removal of their own art displays. Artists must install and remove their work on the dates scheduled with the Library Director or designee, unless other arrangements have been made in advance. Artists must check in with the Library Director or designee before installing or removing artwork. If necessary, the artist may authorize someone else to install and/or remove an exhibit by providing written authorization to the Library Director or designee.
8. Item(s) not removed after the agreed closing date will be stored in the library workroom at the owner’s risk.
9. All two-dimensional wall art must be properly framed for the medium. All artwork (two- and three-dimensional) must be displayed in a stable manner.

Ritzville Library District #2

10. The Library provides an art rail system with adjustable hooks from which artwork can be displayed. The Library does not provide wire or other accessories for hanging purposes. No fixtures may be attached to the walls without permission from the Library Director. Exact hanging arrangements will be determined by the Library Director or designee in coordination with the artist.

11. Artists must provide:
 - a. A brief biographical statement that will be available for viewing by the public.
 - b. A list of the works to be displayed that includes the artist's name, titles, mediums, and prices (if applicable) that will be available for viewing by the public.
 - c. Labels affixed to each item on either the back or bottom depending on the medium that includes the artist's name and the title of the work.

12. Artists are encouraged to provide:
 - a. Labels printed on white card stock (standard business card size) that contain the artist's name, title of work, and pricing (if applicable). Labels will be attached to the wall near the work for viewing by the public.
 - b. High quality and resolution digital image(s) of each item in a .jpg format for the purpose of publicity and promotion of the display.

**Art in Public Places
Agreement Form**

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Please print the following information:

Artist's Name: _____

Address: _____

Mailing Address: _____

Phone: _____ Email: _____

Can we provide your contact information to the public? Y N

Description of artwork:

Title of Piece	Medium/Media	Price	Value if NFS

If you are displaying more works, please continue list on the back.

Dates of show: _____ to _____

By signing below, I agree to all terms and conditions described in the *Art in Public Places Policy*.

Signature: _____ Date: _____