

Name: \_\_\_\_\_

Phone Number & Email: \_\_\_\_\_

Mailing Address to send you a check for exhibit sales:

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**Relationship to the artist**

☐ Self

☐ Family or Friend

☐ I am representing a group of artist

☐ Other

If you selected "Other" or "I am representing a group of artists", please describe below.

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Please select the months in 2027 you are NOT AVAILABLE to exhibit. Select as many as apply.

☐ January

☐ February

☐ March

☐ April

☐ May

☐ June

☐ July

☐ August

☐ September

☐ October

☐ November

☐ December

Our primary exhibit space, the Mellon Room, has approximately 90 non-continuous linear feet of walls for displaying art. It takes 20-30 works to fill the room, depending on the size of the art. **Do or will you have enough available work for a space that size?**

☐ Yes

☐ No

Please describe below the type of work you would like to display and any information you have about the show. If you have a website, please provide the URL.

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**Northeast Harbor Library Exhibit Policy and Artist Agreement**

The Library's Mellon Room and other exhibit areas are part of the Library's collection space. The Library selects and exhibits artwork and other materials that are consistent with its mission. As with the Library's materials collections, the Library seeks to make available materials that represent a variety of media and techniques, that are of artistic or literary (*cont. back of page*)

value, that match the interests of our patrons, fit attractively in the available space, have some relationship to Northeast Harbor or surrounding areas, or to Maine, and that represent a variety of viewpoints.

The Northeast Harbor Library does not discriminate based on doctrinal point of view expressed by an exhibit and hereby endorses the American Library Association Library Bill of Rights and the ALA interpretation of the Library Bill of Rights as related to library exhibit spaces and bulletin boards.

As with any other part of the collection, the library welcomes requests and suggestions from patrons and others for materials to be displayed. The library does not, however, guarantee that any particular request will be granted and reserves the right, in its discretion, to reject any exhibition. Objections to the materials displayed, where a patron asks that the materials be removed or limited in some manner, are treated in the same manner as challenges to books and other materials.

Some work exhibited at the Library is available for purchase. Artists are asked to donate to the library a portion of all sales generated by exhibits at the library.

- If displaying multiple works: Please attach a typed list of works on display and their price/value.
- The library asks artists to donate a portion of sales to the library. It is not required that artists sell their work while on display at the library.
- The undersigned is responsible for hanging the work and taking it down at the end of the show. Please do not put holes in the walls or damage the library in any way. If there is damage to the walls and/or room due to the hanging or installation of the art, the undersigned lender is responsible for repair. Do not block exits, exit signs, emergency lights, lights switches, or obstruct the path of the projector screen. We do not allow artists to place art on the counters in the Mellon Room. Art may be hung throughout the library under the discretion of the Director.
- We kindly ask that art be labeled consistently, preferably using labels of a neutral tone. Exceptions can be made; please speak to the exhibitions coordinator.
- It is our policy that an artist or exhibitor only displays their work in the library for one month in a twelve-month period.
- Artists may arrange a reception at the discretion of the library director and exhibitions coordinator. All events must comply with the library's room use policy and a room use waiver must be signed and submitted to the exhibitions coordinator.
- Artists assume liability for their work while it is on loan to the Northeast Harbor Library. While the Northeast Harbor Library will take precautions to protect artwork, the library cannot be held responsible for damage or theft of the work.
- Unless otherwise agreed upon, the library will handle the sale of the work and credit the artist at the end of the exhibition

**If you will have work for sale, please confirm our standard donation amount of 20% of sales or write in a different amount.** Donations support the library. If your work is not for sale, please write in "Not for sale"

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*Write other amounts or agreements here if applicable*

**Please sign below if you agree to our terms**

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Artist Signature and Date

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Library Representative and Date