

Western Plains Library System

Art Exhibition Policy

The purpose of this policy is to guide the selection, display, and care of artworks and exhibits by local artists and organizations in the Western Plains Library System (WPLS) Branch Libraries.

WPLS welcomes artistic expression and aims to enrich the cultural and educational experience of the community, while ensuring safety, fairness, and clarity regarding responsibilities and liability.

This policy applies to all temporary art exhibits and installations in public spaces of any WPLS Branch Library. It includes paintings, drawings, photographs, sculptures, textiles, mixed media, and other two- or three-dimensional artwork.

Eligibility & Selection

- Artists living, working, or owning property within Custer, Dewey, Roger Mills, or Washita Counties are eligible for artwork consideration.
- Works must comply with all applicable laws, including those related to obscenity, defamation, and copyright.
- WPLS reserves the right to decline any work deemed inappropriate, unsafe, or inconsistent with the library's mission.
- Display of artwork in any WPLS facility does not constitute endorsement by Western Plains Library System, its staff, or the Board of Trustees.

Display Duration

- Standard exhibition duration is three (3) months; different periods may be available at the discretion of library management.
- Exhibitors must remove artwork within five (5) days after the exhibit period ends. Pick up shall occur during the library's regular business hours. Should exhibitors fail to retrieve the artwork within the pick-up period, WPLS may place the artwork in temporary storage or consider the artwork abandoned and dispose of it after providing fifteen (15) days' written notice to the exhibitor at the exhibitor's last known address or e-mail.

Installation & Removal

- Artists are responsible for transporting, installing, and removing their own works.
- Works must be ready for hanging or display (framed, wired, or otherwise prepared); the library will provide no supplies for displaying artworks.
- No nails, screws, or adhesives may be used without library approval.
- WPLS reserves the right to rearrange or remove items as needed for safety or operational reasons.

Sales of Artwork

- WPLS does not engage in sales or act as an agent for any artist.
- Artists may provide a small sign or business card with contact information.
- Sales must be handled privately, outside of the library.
- Artworks sold during an exhibit should remain in place until the exhibit concludes.

Liability & Insurance

- WPLS assumes no responsibility or liability for the loss, theft, or damage of artwork while it is on library premises.
- Artists are encouraged to maintain their own insurance coverage.
- A signed Release of Liability & Indemnification Agreement (Appendix B) must be completed prior to installation.

Application & Review Process

- Artists wishing to display work must complete an *Art Exhibit Application Form* (Appendix A).
- Completed forms should be submitted to a WPLS Branch Library.

Appendix A — Art Exhibit Application Form

To be completed by the artist and returned to a WPLS Branch Library. Submission of this form does not imply acceptance; you will be contacted by a member of WPLS staff with a final decision.

Artist / Organization Name: _____

Contact Person (if different): _____

Mailing Address: _____

Phone: _____ **Email:** _____

County of Residence/Employment/Land Ownership:

Title of Exhibit or Theme: _____

Medium(s): _____

Number of Pieces: _____

Approximate Size Range: _____

Preferred Branch Library for Display:

Cheyenne Clinton Cordell Seiling

Sentinel Thomas Weatherford

Proposed Dates for Exhibit: _____

By signing below, I affirm that I have read and agree to comply with the Western Plains Library System Art & Exhibit Policy and understand that WPLS is not responsible for loss, theft, or damage to my artwork. I understand that submission of this form does not imply acceptance; if WPLS selects my art for display, I will be contacted by a member of WPLS staff.

Artist/Exhibitor Signature: _____ **Date:** _____

Branch Staff Signature: _____ **Date:** _____

Appendix B — Release of Liability & Indemnification Agreement

This agreement is entered into between the Western Plains Library System (WPLS) and the undersigned Artist/Exhibitor, for the purpose of displaying artwork or exhibits at one or more WPLS Branch Libraries.

1. The Artist/Exhibitor agrees that WPLS, its Board of Trustees, employees, and agents shall not be responsible for any loss, theft, or damage to artwork, whether such loss results from negligence, accident, or any other cause.
2. The Artist/Exhibitor assumes all risk of damage or loss to the exhibited materials.
3. The Artist/Exhibitor agrees to indemnify and hold harmless WPLS and its staff from any claims, damages, or liabilities arising out of the display, transport, installation, or removal of the artwork.
4. The Artist/Exhibitor certifies that all artwork submitted is original and does not violate copyright or intellectual property laws.
5. This agreement shall remain in effect for the duration of the exhibition as stated in the approved Exhibit Application.
6. Exhibitor's indemnification obligations under this Agreement shall remain in effect through the pick-up period designated in the WPLS Art Exhibition policy, which the Artist/Exhibitor has reviewed in full, and shall further apply to any claims, losses, or damages arising from exhibitor's failure to timely retrieve artwork after the exhibition has concluded.

Artist/Exhibitor Name: _____

Exhibit Title: _____

WPLS Branch Library: _____

Exhibit Dates: _____

Signature of Artist/Exhibitor: _____ **Date:** _____

Signature of Library Representative: _____ **Date:** _____