



APPLICATION FOR EXHIBIT/DISPLAY SPACE

Organization _____

Name/Contact Person _____

Phone Number _____ (home) _____ (work)

Address _____

Email Address _____

Proposed Title of Exhibit _____

If a specific date is required, please indicate _____

Please describe the purpose and nature of the exhibit. Include information for reception and programming, if applicable. (Attach additional sheet if needed.)

Location preference

- | | |
|---|--|
| <input type="checkbox"/> Lower Level Multi-Purpose Room Walls | <input type="checkbox"/> Third Floor Walls |
| <input type="checkbox"/> Lower Level Glass Cases | <input type="checkbox"/> Malletts Creek Branch |

- Enclosed are photographs or slides and the text which comprise the proposed display.
- Please note that applications are reviewed quarterly and exhibits are booked six months in advance.

Signature _____ Date _____

*Please return application form to:
Exhibit, Ann Arbor District Library, 343 S. Fifth Ave., Ann Arbor, MI 48104
If you have questions about the application process, please contact Ken Raynor at 734-327-4269
or by email at raynork@aadl.org.*

This area is for use by the Exhibits Committee

Approved Not Approved Date _____

Exhibitions At The Ann Arbor District Library

STATEMENT OF PURPOSE:

The Ann Arbor District Library is an information center for the community and encourages the free expression of ideas essential to an informed citizenry. To accomplish this role, a primary objective of the library is to serve as an active resource for learning, studying and contemplating ideas. In an effort to increase the visual education and artistic experience of all visitors, the Library's exhibition program features local, regional and national artists as well as traveling exhibitions.

REQUIREMENTS FOR THE USE OF EXHIBIT SPACE:

Potential exhibitors should submit an exhibit proposal, which will be examined by the Library Exhibits Committee. Artists must submit slides, photographs, color copies, prints or actual works for review. Artists are scheduled according to their presented work. New work may be incorporated into the exhibition, upon approval of the committee.

The committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding on the suitability of any work, the committee is mindful that the areas of display are used for normal library activity and will be viewed by all segments of the community and all age groups.

The Library does not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits, whether library-initiated or sponsored by an individual or group from within the community. The following disclaimer will be placed on each exhibit case – "The acceptance of any exhibit by the library does not imply endorsement of the content of the exhibit."

Exhibit space may not be used for advertising or for commercial enterprises or political candidates.

The Library reserves the right to decline any application for artistic, cultural or educational reasons. The Library Director and/or the Associate Director of Community Relations reserve final approval over any recommendations of the Library Exhibits Committee. The Library Director and/or Associate Director of Community Relations reserve the right to request the exhibitor to make changes to the exhibit as required by the Library.

Once approved, all exhibit scheduling and placement will be coordinated by the Library's Community Relations Department, and approved by the Associate Director of Community Relations. Each exhibitor will supply for his/her display, descriptive information to describe the purpose, title and ownership of the exhibit before it can be mounted.

Ann Arbor District Library Exhibits Committee

Policy Adopted by the Ann Arbor District Library Board:
December 12, 1995 (Revised July 16, 2001)

Receptions and Programming

- The lower level Multi-Purpose Room is available for opening receptions Monday-Saturday during the school year.
- The reception date and time must be approved by Library Administration.
- The reception may not extend past the Library closing time of 9:00 p.m. Monday – Friday and 6:00 p.m. on Saturday.
- The room must be cleared and returned to its original state by closing time.
- The artist is responsible for food and beverage set-up, clean up, and cost.
- No alcoholic beverages may be served on the premises.

*Thank you for your interest in exhibiting at
The Ann Arbor District Library*

