FSU Libraries Art in the Library Exhibitor and Loan Agreement

This Agreement is between Florida State University through its University Libraries and the Exhibitor/Applicant and Artist, as appropriate.

Exhibition Space Details

The FSU Libraries Art in the Library Committee maintains two exhibition spaces: one in Robert Manning Strozier Library and one at Dirac Science Library. The exhibition space at the Strozier Legacy Gallery in Strozier Library is located on the 3rd floor, in the front half of the building. The installation system is located along a single long wall and measures 36 feet long with an available height of 8 feet. This gallery is equipped with track lighting. The exhibition space in Dirac Science Library is located on the main floor elevator foyer, in the front half of the building. The installation system is located along 2 long walls and measures respectively approximately 20 feet and 16.5 feet long with an available height of 8 feet on each wall. There is no track lighting in this space.

There is no need for mounting directly on the wall in either gallery space; the modular system in place at both locations uses a mix of rods and hooks suspended from a top rail. It is flexible in terms of both horizontal and vertical arrangement. The curation, installation, and deinstallation of any given exhibition will take place as outlined below. Any proposed display works which will not be compatible with this space and system will have to be excluded.

Strozier Legacy Gallery

Dirac Science Library gallery (two views)

Exhibition Expectations & Memorandum of Understanding

The Art in the Library Committee facilitates three main types of exhibition formats at both spaces within FSU Libraries: 1) a routine solo or group exhibition, 2) a juried exhibition, and 3) a partnered exhibition with a campus organization or course instructor. For a routine exhibition, students may apply with an overall exhibition title, concept, and artwork portfolio either as individual artists (solo show) or as a group of artists (group show). For a juried exhibition, the Art in the Library Committee will announce a theme and call for individual artists to submit 1-2 works and supporting documentation in concert with that theme for consideration. Partnered exhibitions with organizations or course instructors must be arranged and mutually agreed upon with the Art in the Library Committee at least one semester ahead of time. Regardless of the exhibition format, all exhibition expectations as outlined in this document must be adhered to.

The exhibition spaces in both Strozier Library and Dirac Science Library can only accommodate wall art that is ready to hang. These spaces are intended for display of original Works directly by the Artist or through an organizing non-commercial Exhibitor in direct relationship with the Artist. Either the Artist or Exhibitor may be an applicant. At this time the Art in the Library Committee cannot consider exhibitions featuring sculpture, technology or new media, or performance art that may require additional space or exhibition furniture for display. The content of the artwork on display should speak to our core FSU Libraries values and should not be offensive toward any individual persons or groups. The Committee reserves the ability to remove work at our discretion including for any needed access to the space or in emergencies. Acceptance or hanging of a work for display does not guarantee its display.

For all exhibition spaces, exhibitions must fit within the physical limitations as outlined in this policy and be installed using Library-approved methods. Hanging artworks from nearby items such as library shelving, pipes, ceiling infrastructure, electrical equipment, or lighting is not permitted. Similarly, unapproved changes to an exhibition space's ceiling, wall, or floor are prohibited. Installation may not obscure library signage, electrical equipment, or doors, nor impede usage of library spaces or materials. The exhibition spaces cannot supply movable or additional lighting. Applicants are encouraged to visit the exhibition spaces ahead of submitting their proposal to become familiar with available natural and electrical lighting. Food, living organic material, animal or human blood or tissue, soil, solvents or other hazardous materials, adhesive or sticky substances, weapons, illegal substances, fireworks or explosives of any kind, and any odorous materials are all prohibited from use in Art in the Library exhibitions.

The curation, installation, and deinstallation of an accepted exhibition will be done only by a member of the FSU Libraries Art in the Library Committee. Applicants selected for exhibition must communicate with a representative of the Committee to discuss the installation plan and dates for both installation and deinstallation before installation takes place. The exhibitor is responsible for all transportation of artwork to and from the exhibition space. They are also responsible for ensuring that all works to be displayed are in good condition and are properly prepared for hanging before arrival at the exhibition space. Exhibitors are responsible for any damage caused to the site solely by the Work condition and suitability for hanging and display.

Labels will be provided by FSU Libraries, but label information will be provided by the applicant. If multiple artists are included in an exhibition, individual works should also include the artists' contact information including name, department, email, and phone number mounted on the underside or back of the display for return upon deinstallation. Before installation can take

place, the exhibitor(s) must produce an inventory of works to exhibit which includes an image of the work with artist name, title, year, medium, dimensions, and estimated value.

Exhibitions will be installed for approximately 3 months and scheduled with at least two weeks before and after to accommodate installation and deinstallation days. Longer exhibition periods are at the discretion of the Art in the Library Committee, in consultation with a selected artist. At the closure of an exhibition, it is the exhibitor's responsibility to retrieve the works at the designated time and day previously agreed upon.

Liability Waiver and Compensation

Library spaces are monitored by FSU Libraries Security periodically but not continuously and there will not be additional staff assigned to exhibition monitoring. There is no compensation provided for exhibitors participating in this program. Fine Art is generally excluded from the standard state insurance so the Library cannot guarantee any particular insurance coverage while on display. Exhibitor or Artist should assure that any works are properly insured. Art on display as part of the library exhibition program is not for sale and will not display prices or any other offer of sale, although exhibitors may include their contact information as part of the label information.

The Exhibitor hereby warrants that they have full legal title to the Artwork or that they are the duly authorized agent of the owner or owners of the Artwork with full authority to execute this Agreement and grant permission for the Work display. The Exhibitor will indemnify, defend and hold the Borrower harmless from any losses, damages, and expenses, including attorney's fees, arising out of claims by individuals, institutions, or other persons claiming full or partial title to the work or violation of any copyrights to the work.

Marketing and Communications Release

All exhibitions hosted as part of the FSU Libraries Art in the Library program will be highlighted and promoted across various platforms by the FSU Libraries Marketing and Communication Department. Applicants and Artists selected for exhibition will give a non-royalty license and permission for FSU Libraries to take and use photographs and video of the exhibitions and artworks on display in Libraries' marketing, such as social media, blog posts, annual reports, and scholarly outputs. These images as well as an exhibition inventory may also be archived by the FSU Libraries as part of its University History and Archives mission. The agreement further requires applicants and Artist, as appropriate, to sit for a brief interview with a member of the Art in the Library Committee for a blog entry in support of their exhibition opening, as outlined in the Exhibition Expectations above. Finally, all selected artists are required to complete an exit interview with a member of the Art in the Library Committee at the conclusion of their exhibition. The content from this interview will be used and reused indefinitely, as both program feedback and as direct quotes for future program promotion.

By signing this Memorandum of Understanding applicants and Artist, as applicable, agree to:

1. Abide by the Exhibitions Terms and Expectations outlined above;
2. Communicate with a member of the Art in the Library Committee to review the exhibition space and plan for installation/deinstallation processes and dates;
3. Provide a brief interview with a member of the Art in the Library Committee to discuss the exhibition for the FSU Libraries' blog artist series;
4. Complete an exit interview with a member of the Art in the Library Committee to give program feedback and to discuss their experience as a program participant;
5. Provide a list of works to be exhibition in the attached Addenda;
6. Accept the Liability Waiver and Compensation policies as outlined above; and,
7. Accept the Marketing and Communications Release as outlined above.

FSU/University Libraries: _____ **Date:** _____

Applicant Signature:_____ **Date:** _____

Applicant name:
Applicant contact email:
Applicant phone number:
Exhibition title:
Exhibition space:
Exhibition dates:
Installation date:
Deinstallation date:

Addenda - List of Works

Include a complete list of works to be exhibited in the format below. The information provided here will also be used to generate exhibition labels. Each artist to be represented in the exhibition must sign above a list of their works to be shown; if one artist they only need sign at the top. Please add additional work templates as needed per artist. Signing this Addenda means acknowledging and agreeing to the above Agreement terms.

Artist name:

Agreed:

Artist signature: _____

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues:

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues:

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues:

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues:

Artist name:

Agreed:

Artist signature: _____

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues:

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues:

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues:

Work title:
Year created:
Medium:
Dimensions (in.):
Estimated value:
Special Condition or Display Issues: