

**Statement of Purpose:** The primary purpose of the Wetmore Gallery is to enrich the Warren Public Library (Library) experience of the Warren Community. The Library welcomes gallery exhibits that create an historical, cultural and educational environment within the Library. Special consideration will be given to works of art produced by local artists and also exhibits by community groups and organizations.

**Wetmore Gallery Exhibition Committee:** The Committee will consist of a minimum of four members selected by the Executive Director, and will meet at least twice a year to select work for exhibition.

Deadline for submissions:

May 1, to be considered for July-December.

November 1, to be considered for January-June.

The Committee will select the exhibits for the year. Each exhibit will be no more than one month in duration.

**Selection Process:** The Committee will consider a wide range of artistic expression in deciding potential exhibitions. However, in deciding the suitability of any work, the Committee will be mindful that all segments of the community and all age groups use and view the display area.

In selecting exhibits, the Exhibition Committee will take into consideration:

- Timeliness
- Relationship to Library collection and/or relevance to Library programs
- Appropriateness to special events
- Historical and/or regional relevance

The Library's need for exhibit space takes precedence over the public's request to use such areas. The Warren Library Association reserves the right to cancel without notice the use of exhibit space should the Executive Director or Board of Library Trustees determine space is needed for Library purposes.

**Exhibition Guidelines:** Individual exhibitors or groups are limited to a single one-month exhibit annually. Educational groups may schedule exhibits more than once a year, provided there is space available.

Granting of permission to exhibit/display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials. Name and contact information for the group or individual providing the exhibit/display must be a part of the exhibit/display.

The requesting individual, or requesting organization and/or its representative, will assume full responsibility in planning and arranging the installation and dismantling of the exhibit in compliance with the scheduled time period. Library staff assistance is not available.

The Library will not provide storage space for the property of exhibitors.

Exhibitors/groups who fail to remove materials on or before the specified date will not be permitted use of the gallery space in the future.

Access to the gallery space will only be available during regular Library hours.

Exhibits may not disrupt the use of the Library by others, and persons viewing the exhibit are subject to all Library regulations and policies.

No fees are charged for use of the gallery space, and groups using the gallery space may not charge an admission fee, request donations, or in any way solicit funds.

No price tags may be placed on objects. However, a handout listing items by number with prices is permitted. Transactions for the purchase of an exhibit item shall be directly between the purchaser and the exhibitor.

Exhibitor shall pay the Library twenty (20) percent of any price received by the Exhibitor for sale of any works, which sale resulted from the exhibit. A sale will be considered to have “resulted from the exhibit” if the work is sold at the exhibit or sold within thirty (30) days to a buyer who first saw the work at the Exhibit or who first negotiated for purchase at the exhibit.

No exhibit material may be removed before the end of the exhibition period.

Only the Executive Director or a designated Library representative can transfer an exhibit reservation to another exhibitor.

The Warren Library Association does not carry insurance to cover the loss of items included in an exhibit. The Library cannot assume financial liability for loss or damage. Since the exhibit may be in an unsupervised area, exhibitors should consider the possibility of providing private insurance and/or monitors if security is a concern. Exhibitors must sign a waiver of liability holding the Library and its employees and trustees harmless for any damage to loaned material.

Adopted by the Warren Library Association  
Board of Directors  
April 21, 1997  
Revised: July 15, 1996  
Revised: March 17, 2003  
Revised: September 18, 2023

### Gallery Exhibit Application

Thank you for your interest in placing an exhibit in the Wetmore Gallery of the Warren Public Library. Please complete the following application and return it when you submit photographs or photocopies to the Exhibition Committee. Use the back of the sheet if necessary.

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

Home address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Type of display planned: \_\_\_\_\_

Ideal number of items you would like to exhibit: \_\_\_\_\_

Smallest number of works you would be satisfied with exhibiting: \_\_\_\_\_

The size of the works you would like to exhibit: \_\_\_\_\_

Have you exhibited your artwork elsewhere previously? If so, list where and when:

Will the artwork you wish to exhibit be available for sale? (Circle) YES NO

Month requested: First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

**Follow these steps when submitting samples:**

- Please submit with this application two- or three-color photographs or color photocopies.

**Your options for submitting materials:**

- **Mail:** Wetmore Gallery Committee, Warren Public Library, 205 Market St.,  
Warren, PA 16365
- **In Person:** Warren Public Library Gallery Committee
- **Email:** web@warrenlibrary.org

AN AGREEMENT

WHEREAS, the Warren Library Association, hereinafter referred to as Library, can make available the Wetmore Gallery in the Warren Public Library for exhibition purposes and

WHEREAS \_\_\_\_\_, hereinafter referred to as Exhibitor, desires to mount an exhibit;

NOW THEREFORE in consideration of the mutual promises contained herein the parties agree as follows:

1. Library shall permit Exhibitor to exhibit works in the Wetmore Gallery from \_\_\_\_\_ to \_\_\_\_\_.
2. The exhibit shall be open to the public during all regular Library hours.
3. Exhibitor shall not make any alterations to the Gallery.
4. Exhibitor shall use, for the purpose of displaying works on the wall, the following:  
Unframed works: Velcro, or non-rusting, non-tarnishing straight pins;  
Framed works: 1-3/4" cedar shake aluminum nails  
All works to be exhibited must be clean and dry so as not to soil the wall or floor coverings.
5. Artwork may be available for sale.
6. There shall be no food or beverages brought into or consumed in the Wetmore Gallery without the Executive Director or designated Library representative's permission.
7. Exhibitor or Exhibitor's agents shall not install, relocate, or remove track lights.
8. Exhibitor shall remove all materials, equipment and other personal property at the expiration date noted herein. If items are not removed within (3) days of the expiration date, the Executive Director shall have such items removed at the expense of the Exhibitor.

9. Exhibitor shall protect and save harmless the Board, the Executive Director, and the Warren Library Association from any and all claims or actions of any persons injured or who allege any damage either in trespass or assumpsit which result from the exhibition of the works exhibited.
10. Neither the Warren Library Association, nor its employees or trustees, shall be held responsible in any way for theft, loss or any damage occurring to materials exhibited or personal property of Exhibitor on the premises whether such theft, loss or damage occurs through its own negligence or that of others.
11. Exhibitor shall pay Library twenty (20) percent of any price received by the Exhibitor for sale of any works, which sale resulted from the exhibit. A sale will be considered to have “resulted from the exhibit” if the work is sold at the exhibit or sold within thirty (30) days to a buyer who first saw the work at the Exhibit or who first negotiated for purchase at the exhibit.

IN WITNESS WHEREOF the parties hereto set their hands and seal this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Library by Executive Director

\_\_\_\_\_  
Exhibitor

Adopted by Warren Library Association  
Board of Directors  
November 18, 1985  
Revised: July 15, 1996  
Revised: March 17, 2003  
Revised: September 18, 2023