

## **LAKEWOOD ART WALL AND DISPLAY CABINETS**

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The Lake Odessa Community Library welcomes and encourages artists from the Lakewood area to display art on the Lakewood Area Wall/Display cases within the Library.

All art selected for display will be subject to approval by the Library Director.

The Lake Odessa Community Library use of exhibit and display space takes precedent over other uses. Scheduled exhibitors assume the risk that the library may need to preempt an exhibit/display for its own purposes. The library will endeavor to give ample notice of any preemption and assist in rescheduling the exhibitor. Exhibits must be educational, cultural, or of community interest and appropriate for all ages.

Exhibits are scheduled through the Library Design Team. Scheduling is done on a first-come, first-served basis of approximately one month periods. Exhibitors are limited to one month per calendar year. Those who use the display areas are required to complete a Request to Exhibit or Display form.

Artists will not be allowed to sell art through the Library although they may attach contact information on individual pieces for display.

Artists are responsible for pickup of their artwork unless other arrangements have been made, i.e. a classroom of work picked up by a teacher.

The length of time for display of artwork will be at the discretion of the Library Director and the Library Design Team.

The Lake Odessa Community Library will not be held liable for damage, theft or destruction of any artwork presented for display at the Library.

Amended 09-23-15  
Reviewed 9-28-16  
Reviewed 9-26-17  
Reviewed 9-26-18

**Request to Exhibit or Display**

Circle one:     Display Wall                      Display Case

Date of Request: \_\_\_\_\_

Organization /Individuals Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Describe Exhibit or Display:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of items: \_\_\_\_\_

Preferred Month to be displayed: \_\_\_\_\_

*By his/her signature below, the exhibitor affirms that he/she has read and understands the  
Art Wall and Displays Policy of the Lake Odessa Community Library.*

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LIBRARY USE ONLY

Confirmed by: \_\_\_\_\_

Dates: \_\_\_\_\_

LAKE ODESSA COMMUNITY LIBRARY  
1007 4<sup>TH</sup> Avenue  
Lake Odessa, MI  
616-374-4591