

**CORONA PUBLIC LIBRARY
HERITAGE ROOM
POLICY AND PROCEDURAL MANUAL
GUIDE FOR THE USE OF DISPLAY & EXHIBIT FACILITIES**

1. Wall displays and free standing exhibits must be scheduled with the Gallery Coordinator. Five to twelve pieces must be submitted for review before an exhibit will be scheduled.
2. Exhibitor must complete and submit the release form which unconditionally releases the City of Corona, its elected and appointed officials, and employees from any liability.
3. The fee per exhibit is \$25 - \$100, dependent upon size of collection.
4. Library must be notified of any changes in the information included on the submitted application and/or release form. Upon receipt of changes the application shall be reevaluated. Coordinator must be notified of all cancellations as early as possible. The Library reserves the right to cancel any exhibit. Every effort will be made to give as much advanced notice as possible, and the cancelled exhibit will be rescheduled.
5. Gallery receptions, if desired, must be arranged with the Gallery Coordinator at time of initial scheduling. Small receptions may be held during library's open hours.
6. The exhibitor should arrange for a delivery, set up and final pick up date with the Gallery Coordinator. The actual hanging and removal of the exhibit will be the responsibility of the library.
7. Wall display items must be suitably framed and wired for hanging in the gallery. The only exception will be the displays of work by local school children.
8. Artist name must be clearly visible on the back of each image. A list of loaned material must be left with the Gallery Coordinator.
9. Each item should have a display card with the title, artist, and medium listed. No pricing may be placed on items.
10. Exhibitor is required to provide at least 4 weeks in advance of exhibit date, a minimum of five jpeg images of the artwork that will be on exhibit and an artist biography to be used for publicity materials.
11. Sales are the responsibility of the artist/lender. It is the artist's responsibility to provide the Coordinator with information which includes contact information and prices. Works not for sale should be indicated with "NFS." Works sold must remain on exhibit throughout the designated period.
12. Displays may require prior approval of the Assistant Library Director, Library Director, and the Corona Public Library Board of Trustees (the Gallery Coordinator will arrange for this).
13. Explanatory brochures, printing or advertising are the responsibility of the exhibitor.