



St. Johns County Board of County Commissioners

Public Library System | Administration

APPLICATION FOR EXHIBIT AND DISPLAY SPACE PRIVILEGES

DATE: _____

DATES FOR EXHIBITING: from (date) _____ to (date) _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TELEPHONE: _____

Describe the intent of the exhibit/display and/or artist statement. When appropriate, include description of artworks to be displayed:

Estimate the horizontal/linear space or square footage needed for the display/exhibit. When appropriate please state how many easels are required. Please consult attached "Branch Specifications" document for branch-specific space descriptions.

Describe any special considerations for displaying and hanging the exhibit/display:

List of Artwork/Display Materials. Photographs are encouraged and may be e-mailed to the appropriate branch e-mail listed on the attached "Branch Specifications" document.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Indemnity Agreement signed and attached? YES _____ NO _____

I acknowledge that I have read, understand, and agree to follow all POLICY GUIDELINES.

Applicant's Signature

Applicant's Printed Name

Date

INDEMNITY AGREEMENT

WHEREAS, the undersigned desires to place on display at the St. Johns County Public Library System,

Branch Location(s)

the items listed, (see attached list); and

WHEREAS, St. Johns County by and through the director of the Library and/or his or her agents, has advised the undersigned that St. Johns County will allow said items to be on display at and transported between branches of the St. Johns County Public Library System provided that the undersigned will indemnify and hold harmless St. Johns County from and against any and all liability for damages occasioned by or to the said items listed.

NOW THEREFORE, in consideration of the premises and the permission of St. Johns County to display the items listed (see attached list) in any branch of the St. Johns County Public Library System, the undersigned hereby agrees to indemnify, defend, and hold harmless St. Johns County from and against all liability, loss, damages, costs or expenses (including reasonable attorney's fees and litigation costs) that may arise in connection with the display of the items listed. The undersigned agrees that St. Johns County shall not be liable for any damage to the items listed that occurs while the items are in the possession of St. Johns County.

IN WITNESS WHEREOF, the undersigned has executed this Indemnity Agreement on this _____ day of _____, 20____.

Signature

Branch Specifications

- **Anastasia Island Branch:** Call (904) 209-3730 or e-mail libai@sjcfl.us
 - Two-piece display case (36"Wx28"Lx14"D) with two adjustable shelves. Limited availability.
 - Hanging Art Columns (22"Wx36"H) – 8 mounting areas
 - Hanging Art Columns (25"Wx36"H) – 5 mounting areas
 - Artist must use and supply, 3M Command Hooks or damage-free wall mount tabs.
 - Artists are responsible for arranging art in display case.

- **Bartram Trail Branch:** Call (904) 827-6960 or e-mail libbt@sjcfl.us.
 - Art Wall Dimensions: approximately 18'x6'.
 - One octagonal glass Display Case (6'Hx32"diameter) with three display shelves.
 - Each cable wire holds a maximum of 40lbs.
 - 12 cable wires, 12 hooks
 - Art is hung and taken down by library staff.

- **Hastings Branch** Call (904) 827-6970 or e-mail libh@sjcfl.us.
 - One lighted display case with five shelves (19"Wx10"Hx17"D).
 - Shelves are removable, but not adjustable. No more than four framed pieces measuring 26"Wx36"H may be hung behind the Circulation Desk.
 - Floor easels are not allowed.
 - Table-top easels or stands, supplied by the artist, may be displayed on top of book stacks.
 - Art is hung and taken down by library staff.

- **Main Branch** Call (904) 827-6940, or e-mail libm@sjcfl.us.
 - Art Wall (3'Hx24'W) is located above public computers.
 - Each cable wire holds a maximum of 40lbs.
 - 10 cable wires, 12 hooks
 - Art is hung and taken down by library staff.

One unlighted, lockable Display Case (72"Hx24"Wx24"D) with four shelves is available for 3-D sculpture or other artwork and ephemera. Shelves are approximately 14.5"Hx23"Wx22"D; top three shelves are height adjustable.

Artist is responsible for arranging art.

- **Ponte Vedra Beach Branch** Call (904) 827-6950 or e-mail libpv@sjcfl.us.
 - Two Art Walls available.
 - One Art Wall in foyer measures approximately 7'Hx28'W.
 - 7 wires and 7 hooks, wires can be moved along track. Each hook holds up to 40lbs.
 - Two Art Walls across from Circulation Desk are positioned in a L shape. Both sides measure 7'Hx12'W with 5 wires and 5 hooks on each wall. Each hook holds up to 20lbs. Wires can be moved along track.
 - Artist is responsible for hanging and taking down art.

Five lighted display cases for 3-D sculpture or other artwork. Four cases contain two removable, but not adjustable, glass shelves. Each shelf measures 2'Wx2'D. An additional display case contains two removable, but not adjustable, glass shelves and measures 22"Wx22"D. Artist is responsible for arranging art.

➤ **Southeast Branch** Call (904) 827-6900 or e-mail libse@sjcfl.us.

Art Wall (3'Hx24'W) is located above public computers.

Each cable wire holds up to 40lbs.

10 cable wires, 16 hooks.

Saw-tooth picture hangers will not be accepted.

One lighted, lockable Display Case (58"Hx46"Wx21"D) with 3 glass shelves. Two shelves measures 19"H and the other measures approximately 14"H.

If providing an artist biography, please print the biography in portrait orientation or e-mail it to Todd Booth, Manager, at tbooth@sjcfl.us.

Art is hung and taken down by library staff.