

MCC LIBRARY ART EXHIBIT POLICY

General Statement

The Manhattan Christian College (MCC) Library wishes to provide an aesthetically pleasing environment for its students, faculty, staff, and visitors that is conducive to the pursuit of intellectual study and cultural enrichment. Therefore, the Library offers opportunities for members of the MCC community to temporarily display art works. This policy provides parameters for those wishing to display artwork in the Library.

Art Advisory Committee

The Art Advisory Committee is comprised of the Director of Library Services and the Reference Librarian. They will be guided by this Art Policy as they determine whether to allow the display of an artist's work in the Library. If necessary, they will confer with the Learning Resources Committee.

Procedure

1. **APPLICATION:** A person who is interested in displaying art in the Library should obtain an application from one of the librarians, fill it out, and return it, along with a photograph of the artwork, to the Library. Artists not affiliated with Manhattan Christian College (MCC) may apply to display a work, provided s/he is sponsored by an administrator, faculty member, staff person, or student. Artists directly affiliated with MCC will be given preference.
2. **EVALUATION:** The Art Advisory Committee will review the application and notify the applicant as to whether or not the request has been granted. The committee will consider if the proposed artwork follows these criteria:
 - A. The subject is appropriate for its intended audience;
 - B. It is quality artwork;
 - C. It will fit in one of the designated display areas.

Displays of a political nature will not be permitted.
3. **DISPLAY:** The artist is responsible, with the help of a librarian, for hanging the artwork, which will already be framed by the artist. Nothing may be attached to the walls. The artist is also responsible for the work's transportation to and from the Library. The artist may not transfer an exhibit date to another artist. The display time is regulated solely by the Art Advisory Committee. Those failing to remove artwork on or before the specified date will not be allowed to exhibit in Library space in the future.
4. **SALE OF ARTWORK:** If the artist wishes to sell the artwork, a small card with the artist's name, contact information, and the item's price may be placed on the frame. The Library will not handle the sale of any artwork; it is between the artist and the buyer. If an item sells, it must remain on display until the end of the agreed upon display time unless the Art Advisory Committee approves early removal.
5. **REMOVAL OF ARTWORK:** The artist, with the supervision of a librarian, will remove the artwork on the agreed upon date, and sign the appropriate form that s/he has possession of the piece(s). The Library will not provide storage for any artwork.

Security and Insurance

The MCC Library does not assume responsibility for any damage or theft of the artwork while it is displayed. All items are placed there at the owner's risk. MCC does not offer insurance coverage of the item while it is exhibited in the Library. As a part of the application form the artist must sign the Release and Indemnification Agreement.