



**FRANKFORT**  
PUBLIC LIBRARY DISTRICT  
imagination • information • innovation



## FPLD Self-Portrait Project November 1-31, 2018

### ARTIST SUBMISSION FORM

#### Submission Guidelines

- Open to all ages.
- Frankfort residents or FPLD cardholders only.
- Each participant may submit 1 work and it may be digital or physical (no sculptures).
- Works must be 100% original in concept, design, and execution.
- The Library cannot accept works that contain nudity, profanity, or other content deemed inappropriate for the Library public space.
- Prices may not be affixed to artwork.

#### Digital Works

- First and last name of artist
- No larger than 5mb and 5000 pixels
- Applications used (e.g.:Aviary, Enlight, iPhone photo editor, Photofox, SnapChat, etc.)
- Email: [reference@frankfortlibrary.org](mailto:reference@frankfortlibrary.org)

#### Physical Works

- First and last name of artist shown on the front or back of work
- No larger than 20"
- Weigh no more than 10 lbs
- Canvas works and drawings are acceptable.
- Works may or may not be framed, but framed works must be ready to hang with hanging wire already mounted.

**SUBMISSIONS ACCEPTED: October 15 - October 26, 2018**

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

First & Last Name: \_\_\_\_\_

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

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

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

Title of Work: \_\_\_\_\_

Media and/or Applications/Apps Used: \_\_\_\_\_

Please see other side

**Please read carefully before signing.**

**POLICY:** Governing the display of works of art and craft by members of the public on library property.

**PURPOSE:** The Frankfort Public Library District welcomes the opportunity to allow community groups, organizations, or individuals to use the designated display area of the Library.

**PROCEDURAL CONTROL:**

An Art Review Committee appointed by the Executive Librarian will administer the display. Acceptance of artwork by the Frankfort Public Library District does not constitute an endorsement by the Frankfort Public Library District of the group's or individual's policies or beliefs. The Review Committee will be responsible for selecting artwork, establishing and maintaining contact with community organizations and for resolving any display conflicts. Final approval for display will be given by the Executive Librarian. Priorities for the use of the display case will be determined in the following order:

- 1) Frankfort Public Library District and Library related groups;
- 2) Official agencies and local governments serving the Frankfort Public Library District;
- 3) Individuals residing or organizations based in the Frankfort Public Library District; and
- 4) All others. Artwork is scheduled for exhibit for a period of one to three calendar months.

Publicity for a display is also the responsibility of the exhibitor. All artwork for display must be picked up within 30 days of the end of display by the artist (or parent of participant if under 18). After 30 days, the artwork becomes the property of the Frankfort Public Library District to be disposed of at the Library's discretion. All materials are displayed at the SOLE RISK of the Exhibitor. All materials in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damages or loss suffered on its premises, nor the cost of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit. The Library does not carry insurance on any items owned by the exhibitor. Exhibitors are encouraged to insure the items on display; any such insurance shall name the library as an additional insured. The Library will not provide storage for the property of organizations or individuals displaying in the Library. All exhibitors are required to sign the attached form which releases the Library from any responsibility for displayed items. It is the policy of the library not to present exhibits that advertise commercial endeavors, that advocate the election of specific candidates or seek to influence the votes of a legislative body or the policy decisions of a governmental body, to urge support of or opposition to any religious belief, or any exhibit which would materially and substantially interfere with the proper functions of the Library,

**PROHIBITED DISPLAYS:** The material displayed and the manner in which it is displayed will be regulated to the extent necessary to prevent the display's physical characteristics from interfering with the Library patrons' or staff's use of the facilities for study, work, learning, and enjoyment. The Library welcomes expression of all viewpoints, but displays may not advertise commercial endeavors, advocate the election of specific candidates or seek to influence the votes of a legislative body or the policy decisions of a governmental body. Furthermore, to prevent injury to Library patrons, material that threatens violence or intimidation of any individual or group; is obscene, defamatory, or invades a particular person's privacy may not be displayed. The Library has the sole and absolute discretion to remove any materials or displays violating these policies immediately. **Prices may not be affixed to any material on display**, although an exhibitor's name, address, and telephone number may be posted. The Library will not facilitate the sale of any materials.

**DISCLAIMER**

Participants of the Self-Portrait Project are granting Frankfort Public Library District (FPLD) a non-exclusive, perpetual, worldwide, irrevocable license to use such material. In most cases, FPLD will only use this material on its website, but FPLD reserves the right to also use this material in other ways, such as in promotional and fund-raising materials created about the Library and on third-party websites on which the Library promotes its services, collections and/or activities. In each instance, you agree that FPLD may use your content for these purposes without making any payments to you. If you are not willing to grant FPLD these rights, please do not participate in the Self-Portrait Project.

Please make sure that any content you contribute does not infringe on the rights of any third party. If your work includes others, please make sure you have that person's permission to submit the work to the FPLD Self-Portrait Project. Works submitted will be photographed as part of the Library's digital collection, but all originals will be returned to participants.

**ART EXHIBIT RELEASE**

I, (signature of participant) \_\_\_\_\_, hereby lend the following works of art or other material to the Frankfort Public Library District, for exhibit purposes only. I have read the Library's official Artwork Display Policy and additional Disclaimer and understand them. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility, for loss, damage, or destruction while they are in the possession of the Library.

Parent's Signature (if participant is under 18) \_\_\_\_\_