

McKillop Library Community Display Area

McKillop Library has display space on the first floor that is available for displaying artwork or projects created by members of the Salve community. Salve students, faculty, and staff are invited to submit artwork, group projects, posters and/or artifacts. The display space includes a hanging track system for hanging artwork on the wall as well as several display cases for three dimensional objects. (Eight shelves in the display cases have dimensions of 14.5" x 17" x 10.5"(h). One display case has dimensions of 32" x 28" x 2"(h), which is ideal for displaying textiles, etc.)

McKillop Library will make no effort to select or censor materials. However, exhibitors are asked to consider that the McKillop Library is open to the public and also that the second floor houses the Curriculum Resource Center, where children sometimes visit. Therefore, artwork that is acceptable for family viewing is preferred.

A display registration form and waiver must be submitted **for each item on display**. A label will be created with the provided information.

Display will be rotated by library staff and participants will be contacted to pick up their materials when the Library changes the displays. Please notify Lisa Kenyon (x2278, lisa.kenyon@salve.edu) or Lisa Underhill (x2290, lisa.underhill@salve.edu) to make arrangements if you need your materials sooner.

Public display or work involves the possibility that the property may be damaged, lost, or stolen. McKillop Library does not insure the property. Participants must provide their own insurance if they so choose.

Any questions about the display area should be directed to Lisa Kenyon (x2278, lisa.kenyon@salve.edu) or Lisa Underhill (x2290, lisa.underhill@salve.edu).

McKillop Library Display Area Registration Form and Waiver

PLEASE PRINT CLEARLY

Label	Entry Form (For Library records)
Name: _____ _____	Name: _____
Title of work: _____	Title of work: _____
Medium: _____	Phone number: _____
Description (optional): _____ _____ _____	Email: _____
	Date submitted: _____
	Received by: _____

Waiver of Liability

I waive any claim or liability against Salve Regina University and McKillop Library, their officers, directors, employees, and any other persons associated with the operation of Salve Regina University and McKillop Library, for the theft of, or damage to, any work of art/displayed materials. The participants shall indemnify, defend, and hold harmless Salve Regina University and McKillop Library, their officers, directors, employees, or other persons associated with the operation of Salve Regina University and McKillop Library against any claims or liability arising from the display of a work at McKillop Library.

Printed name of Participant

Signature of Participant

Date