

**GREAT PONDS GALLERY at the LAKEVILLE PUBLIC LIBRARY**  
4 PRECINCT STREET · LAKEVILLE, MA 02347 · 508-947-9028 · [gallery@lakevillelibrary.org](mailto:gallery@lakevillelibrary.org)

**APPLICATION TO EXHIBIT A PERSONAL COLLECTION**

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

Home Phone : \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred communication: (circle one)    CALL HOME PHONE    CALL CELL    TEXT    EMAIL

Type of Collection: \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Size (or size range) of pieces: \_\_\_\_\_

Do you prefer a specific month? \_\_\_\_\_ Months not available \_\_\_\_\_

Please write 1-2 sentences about your exhibit that can be used on the library's website and for PR purposes:

\_\_\_\_\_  
\_\_\_\_\_

**Please submit at least five images of the collection.** Images may be color photographs (3x5 or larger) or digital photos (on CD or attached to an email). Each image must be labeled with the exhibitor's name, title of the piece, and dimensions. Sample images will be returned if accompanied by a self-addressed stamped envelope.

Application and images may be sent by mail or electronically submitted to: [gallery@lakevillelibrary.org](mailto:gallery@lakevillelibrary.org)

General Rules: (a full list of rules can be found on the library website - [www.lakevillelibrary.org](http://www.lakevillelibrary.org))

- Hanging pieces to be exhibited must be framed or matted with a sturdy backing in a manner that is in compliance with the hanging system in place at the gallery.
- The owner will use the installation devices available in the gallery and will not put any tape, glue, nails or hardware onto/into the walls. All adhesives must be supplied by the gallery.
- The owner will be responsible for installing and dismantling the exhibit at an agreed-upon time. No supplies may be left anywhere in the library in preparation for installation or after removal of the exhibit.
- A description of the collection may be made available on hand-outs placed on the registration table. Printing and maintenance of the hand-outs is the responsibility of the collection owner.
- No sales of any collection pieces are to be conducted on library property; no sales material may be displayed.
- No pieces of the collection may be removed during the course of the exhibit.

The Great Ponds Gallery operates under the auspices and at the sole discretion of the Lakeville Public Library's Board of Trustees. The Great Ponds Gallery does not discriminate based on race, gender, religion or sexual orientation. The gallery reserves the right to accept or deny any application, and/or individual items within a collection.

**AGREEMENT WITH GREAT PONDS GALLERY**

**I agree to abide by the rules of Great Ponds Gallery at the Lakeville Public Library. I understand that the Great Ponds Gallery is also a public meeting room and that the Lakeville Public Library offers no security or liability against theft or damage. My signature certifies that I represent all persons submitting collection items in this exhibit.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_