

## **Gallery Exhibit Space Use Policy**

### **Saxton B. Little Library**

Approved 11/28/2016

The purpose of this Exhibit Policy is to establish the procedures and rules by which exhibits will be displayed in the Library, and which will be applied without discrimination and in the best interests of all of the Library's users.

The Library Board of Directors reserves the right to amend this Exhibit Policy at any time.

### **Exhibit Spaces**

The Library has two dedicated exhibit spaces: the public display glass case in the foyer and hanging space on up to three walls in the main adult section of the Library. This policy would also apply to those wishing to display items in other areas of the building.

### **Oversight**

Library staff engages in oversight of the exhibition spaces with final authorization being held by the Library Director. Artists may submit photos, email jpegs, or provide a website address showcasing examples of their work. In some cases, discussion and description of art with Library staff will be accepted in lieu of visual examples. The Library retains the right to jury the exhibits it produces and administer volunteer work on the basis of common sense and community standards. Every effort is made to make exhibition space and the opportunity for involvement fairly available to all, without regard to experience and stylistic preferences. However, the Library staff is the ultimate curator and jury for all exhibits the Library sponsors and, as such, reserves the right to select artwork submitted for exhibition based upon community standards or for other reasons. The terms and conditions for participation in exhibits and other events are at the sole discretion of the Library Staff and Library Board.

Those who feel a decision made by Library staff is unjust or inappropriate may bring their concerns to the Library Board for review.

### **Exhibit Guidelines**

Exhibits of library materials and activities will be given first priority for display. Local artists, collectors, and community organizations will also be given priority and are also encouraged to offer exhibits of artistic, cultural, or informational merit.

All exhibits must meet acceptable community standards, and appropriate for family viewing. While the Library and staff will make every effort to protect all art and objects, all exhibitors will be exhibiting their art / objects at their own risk. Participating artists assume full liability for

loss, damage, theft or other circumstances that may cause loss or harm to their artwork or other property as a result of their participation.

### **Details for Exhibits**

Exhibits on Library premises will be made open to the public during Library hours. Acceptance of an exhibit does not constitute an endorsement by the Library Staff or Board of the exhibitor's policies or beliefs.

There is no fee for exhibiting, and the library suggests a donation of 10% from any sales made as a result of the exhibit.

Normally, items will be kept on display in the foyer case for up to one (1) month to (45) forty five days. Hanging art work should be on display for 3 months. It is the responsibility of the exhibitor to set up and remove his/her exhibit. For hanging items, the Saxton B. Little Library utilizes a hanging system that requires a traditional-style hanging wire (not a bracket or a clip) on the back of the art work.

The library is unable to provide storage for the property of individuals or organizations exhibiting in the library. Art work that is left at the Library for more than three weeks without arrangement for pick up will be considered donated to the Library.

### **Sale of Art Work**

The Library does not participate in the sale of exhibited items that can be purchased. If the exhibitor wishes, a price list will be made available at the Circulation Desk. Items constituting an exhibit must remain in the Library and on display for the agreed-upon length of the exhibit, including any items that have been sold while on display.

Should an item on display be sold, the artist is responsible for all arrangements with the buyer and for Connecticut sales tax.

### **Objections to Exhibited Items**

Objections to items included within Library exhibits must be made in writing and directed to the attention of the Library Director. The Library Director, in consultation with the Library Staff and the Library Board will then review the objection and determine whether any action is to be taken. The Director will give notice of the decision to the individual who made the objection. Appeals may be made to the Library Board.

**Saxton B. Little Library Display Form**

**Today's date:** \_\_\_\_\_

I ("Exhibitor") hereby lend to the Saxton B. Little Library ("the Library") the following works of art, collectibles, or other items for exhibit and/or display purposes. In consideration for the right to exhibit in the Library, Exhibitor hereby releases the Library from any responsibility for damage or loss to items while in its possession. Unless specifically waived by the Library.

**Dates Of exhibit: (hanging/pick up):** \_\_\_\_\_ / \_\_\_\_\_

**Number of art pieces:** \_\_\_\_\_

**Artist Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

*I have received a copy of the Saxton B. Little Library's Exhibitor's Policy and understand that, once signed, this form signifies my understanding of that policy and my agreement to comply with all of its provisions.*

**Signature:** \_\_\_\_\_