

## ART EXHIBIT POLICY

The John C. Hart Memorial Library invites artists to exhibit in its Community Room and library display cases free of charge. We support the display of a wide variety of art that is appropriate for a public space used by all ages. To be considered, the artist must submit examples of the work to be displayed and complete an Art Exhibit Application.

The following rules apply:

- Solo exhibitors are limited to no more than one exhibition per year, pending availability.
- All work in the Community Room must be ready to hang. Hooks are in place and they accept wired back pieces. The exhibitor is cautioned that if other than wired back pieces are used, there may be difficulty with the installation. No new nails or hooks may be put in the walls of the display space.
- The library's exhibit coordinator's decision will take precedence over what is hung and where.
- Installation will be handled by the artist.
- Transportation of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor must be present at the agreed upon times for the installation and removal of an exhibit.
- The library reserves the right to limit the size, number, and placement of items.
- Prices may be placed discreetly on individual works or as part of the promotional materials.
- The list, including price and the artist's contact information, should be made available. Library staff will not be involved with the negotiation of sales of any pieces. Payment is made directly to the artist.
- The Library asks that the artist consider a donation to the library of a minimum of 10% of any sale made as a result of the exhibit.
- If a work is sold during the exhibition, It must remain on display for the duration of the scheduled exhibition.
- The Library may not be able to extend exhibit dates during unexpected closures.

- Be advised that the exhibit space is a multi-function space. Work must be appropriate for all audiences.

#### Publicity:

The exhibit coordinator will facilitate publicity about the exhibit and may include some promotion such as press releases to local newspapers, email blasts to registered patrons and website updates.

Artists are encouraged to promote their exhibit through invitations and announcements. Such material may not imply that the exhibit or display is sponsored, co-sponsored or endorsed by the Library.

Artists are welcome to have a reception. The exhibitor must arrange a date/time with the coordinator in order to reserve the room. Saturday afternoons are most popular, but, must be booked in advance to avoid program scheduling conflicts. Receptions are to be open to the public as well as invited guests. The exhibitors are to provide any refreshments at their own expense and will be required to clean up refreshments at the end of reception. Alcohol is permitted by special permit only; permits must be applied for a minimum of two weeks in advance of the reception date.

Exhibits in the community room shall be available to the general public only when no other programs or meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any exhibit while a program or a meeting is in session. Exhibits cannot in any way disrupt the normal routine of the Library.

The Library is not responsible for any damage to or theft of works on exhibit. It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation. The risk of loss, theft or damage will be held by the exhibitor.

Amended and approved by the Library Board of Trustees on January 19, 2022