

Art Exhibition Policy

General Principles & Purpose

The Walpole Public Library provides gallery space in keeping with the library's mission to provide the Walpole community with materials, programs, and services that promote lifelong learning and cultural enrichment, free and open to all.

The following areas are available for exhibit:

- Art Gallery in the front foyer
- Community Room
- Other locations as approved for free standing installations

In keeping with the library's "free and open to all" principles, no admission charges or requests for donations will be permitted in the library's galleries. The library encourages exhibitors to include their name, personal or business address, and/or telephone number should a viewer wish to inquire about their works.

The exhibitor agrees to indemnify and hold harmless the Town of Walpole, the library, its employees, and the Board of Trustees against any theft, damage, or liability as a result of the use of the exhibit space.

The library subscribes to the use of its facilities in a manner consistent with the *ALA Library Bill of Rights*. Permission to use gallery space does not imply endorsement or approval of the exhibitor's beliefs, policies or programs by the Walpole Public Library or its Board of Trustees.

Art Exhibit Procedures for Artists

All artists are encouraged to apply for gallery space; in cases of high demand, priority may be given to Walpole residents, and subject to such additional criteria as the director shall promulgate. Normally, no artist will be accepted for exhibition more often than once every year. Artists may indicate which month

and gallery they would prefer, but the schedule and location of exhibits will be determined and managed by the Art Exhibit liaisons.

Exhibition Logistics

Art exhibits are scheduled as month-long exhibits. Artists should be prepared to hang their exhibits within the week of the month assigned. All artwork included in the exhibit should remain hanging for the entire month.

The galleries at Walpole Public Library utilize a special hanging system for artwork. Works must be framed with a wire across the back to accommodate this system. No other method of hanging (tape, glue, tacks, nails, etc.) may be used. Artists or their representatives should be prepared to hang their own work.

The artist may hang a biography, a brief description of the exhibit, and contact information for display which will fit an 8 ½ x 11 inch paper or cardstock. The artist is also responsible for producing cardstock labels (approximately 2 x 3 inches) for each art piece. Labels may be affixed to the walls with a low tack adhesive such as painter's tape or removable wall putty. Posting price lists or attaching prices to individual pieces is prohibited.

Staff may change the exhibit layout for safety considerations. A complete list of all the artworks in the exhibit should be left with the library staff.

Exhibits should be removed during the last two days of the month. The library has no space to store any artwork. Artwork must be removed from the library building as soon as the exhibit is dismantled. Artwork that has been left for more than thirty days after the close of the exhibition will be discarded.

Insurance

The Walpole Public Library does not hold insurance for artwork on exhibit and is not responsible for the loss or damage to any of the artists' work. Art exhibitors will need to sign the library's Art Exhibitor Release Form before hanging any art work.

Publicity

The exhibitor may provide a short description of the exhibit for the library to post on its website and a flyer for the library's message board during the exhibit period.

Artist's Reception

The artist may schedule a reception during his/her exhibit, using the library's Community Room, subject to the terms and conditions of the library's [Meeting Room Policy](#). The reception should be scheduled through the library's meeting room booking system. The rooms are heavily used throughout the year; therefore, a reception should be scheduled as soon as the artist receives his/her exhibit confirmation. He/she should call 508-660-7341 to schedule a reception. Responsibility for refreshments, set up, and clean up for a reception rests with the artist. The Library staff is not available for assistance with receptions. Please review the library's Meeting Room Policy for further details.

Sale of Artwork

The library will not engage in selling or negotiating for the sale of artwork on behalf of an artist. The Walpole Public Library receives no commission for any artwork sold.

Approved by the Walpole Public Library Trustees on March 20, 2018