

EXHIBITS POLICY

Policy

In support of the library's Mission and Vision Statements and the Long-Range Plan Service Responses, the Board of Trustees of the Needham Free Public Library encourages the use of the library's exhibit spaces by Town Departments, local non-profit organizations, individuals, or other approved exhibitors. Exhibit spaces include, but are not limited to:

- The Friends' Gallery

- The various display cases and kiosks

- The walls of the Community Room (Art Displays in the Community Room are not available for viewing during meeting times and when the room is locked)

The walls of the N.C. Wyeth and R.F. Bosworth Rooms are not available for displays.

In the Library display cases, the Trustees encourage the exhibit of individual collections and crafts for community enrichment. The walls of the Community Room and the Friends' Gallery can accommodate paintings and photographs.

The Library Board of Trustees reserves the right to change or amend this policy.

Regulations

The Library Art and Exhibits Committee (q.v.) will screen all proposed displays and exhibits. The committee will choose exhibits and displays based on quality and community interest. A person whose work is rejected by the committee may appeal to the Board of Trustees. The decision by the Board of Trustees will be final.

Display space will be made available on an equitable basis. Acceptance of an exhibit does not imply library endorsement of the opinions or viewpoints of the exhibitor.

Library exhibits will receive first choice of dates. Other Town departments come next, followed by Needham residents, residents of other Minuteman Library Network towns and cities. People from outside this geographic area may be given permission to display, if the committee deems the work(s) to be of interest to the community.

Displays may be scheduled up to eighteen months in advance.

Exhibitors must use the library's hanging devices for art work. No additional hooks, nails, or other fasteners may be attached to the walls of the library. No signage may be glued or fastened directly to the library's walls. The Library Director must approve any exhibitor-provided lighting or other exhibit-enhancing material.

Library staff will set up and take down displays. Exhibits must be set up during regular library hours. Set-up will not begin prior to the first day of the scheduled exhibit date and takedown

will occur on the last day.

As there is limited space available in the Community Room, items displayed there may stay in place for up to six months. Exhibitors should be aware that, for security reasons, the Community Room is locked when it is not in use and that many activities and meetings take place there. As a result, there will be limited time when people will be able to access the displayed items.

Exhibit space may not be used by commercial organizations for the purpose of advertisement.

No displays will be allowed that promote religious or political beliefs.

Artwork must be appropriate for people in all age groups, viewing in a public place.

In an effort to be as equitable as possible with limited space and great demand, no person or group may display more than once in two years. Exceptions may be made for Town departments and for displays of information critical to the citizens of Needham.

Neither the library nor the Town of Needham assumes any responsibility for loss or damage to any items on display. Exhibitors must sign a release form.

Exhibitors may include a price list, if any items are for sale. All items must be listed on one price list that may be posted discreetly and/or left at the reference desk and circulation desk. The recommended procedure is to attach the list to the frame of a painting, or frame the list and hang it with the paintings. The artist should include his/her name and phone number on the list. The library staff cannot be involved in sales. Any exhibitor wishing to sell items must agree to pay the library a 10% commission on any sale that results from the item being displayed in the library.

Due to the unavailability of the Community Room and the excessive noise generated in the library by a reception, it is not possible for exhibitors to hold a reception.

No admission fees may be charged to view the exhibits.

Exhibits will be limited to thirty (30) days.

Library Display Committee

The Board of Trustees will appoint a Library Art and Exhibits Committee consisting of:

- One trustee
- The Library Director (or designee)
- The Reference/Programming Librarian
- A member of the Friends of the Library
- A local artist or craftsperson

With the exception of the Library Director (or designee) and the Reference/Programming Librarian, who will be permanent committee members, people will be asked to serve a three year term. Terms will be staggered for committee continuity. No one may serve more than two consecutive terms.

The Reference/Programming Librarian will be responsible for:

- Keeping schedules for all areas and cases
- Contacting exhibitors
- Sending publicity releases to the local newspapers. Exhibitors should provide copy
- Acting as a contact person to answer questions from potential exhibitors

The committee will meet when necessary to choose and to schedule art exhibits for the library's walls and displays for the library's display cases and kiosks.

Committee members will not be eligible to display their own works while they serve on the committee.

The committee will endeavor to choose exhibits and displays that represent a variety of media, subject matter, and style that are appropriate to the community.

Procedures

Interested artists and exhibitors should contact the Reference/Programming Librarian, in person or by phone (781-455-7559 x223) for a list of regulations and procedures.

Potential exhibitors should provide the Library Display Committee with examples of the work to be hung or displayed.

Approved August 2005,
Amended April 18, 2006,
November 10, 2009,
March 12, 2013,
May 14, 2013

NEEDHAM FREE PUBLIC LIBRARY

1139 Highland Avenue

Needham MA 02494

781-455-7559 x 223 791-453-5616

Application for Exhibit Space

Date of Application:

Applicant or Organization:

Contact Name:

Address:

Phone:

E-mail:

Qualifications:

(Background, History of Prior Exhibits, Memberships, Awards)

Proposed Exhibit Title and Theme:

Description and number of items:

Space Preferred:

Friends' Gallery

Display Case 1 (large case)

Display Case 2 (small case)

Please provide a website address, a disk or attach picture(s) of work to be exhibited

I have read a copy of the library's Exhibits Policy and am willing to sign the Exhibitor Agreement that states that neither the library nor the Town will assume any financial responsibility for loss or damage to the items to be exhibited. I further understand that I must give the library a 10% commission for any item sold as a result of being displayed in the library.

Signed _____ Date _____

EXHIBITOR AGREEMENT

The undersigned, who will be exhibiting certain works for display in the Needham Free Public Library, does so with the understanding that neither the library nor the Town of Needham assumes any responsibility for loss or damage to the items on display. The undersigned also acknowledges that he/she has read and understands the regulations included in the library's "Exhibit Policies."

Name of Person or Organization:

Address:

Phone:

E-mail:

Dates of Exhibit:

Brief Description of Exhibit:

List of All Art Works:

Signature:

Date: