

# Art Exhibit Policy

## Bolton Public Library

The Board of Library Trustees is pleased to offer its Program Room and other designated space to exhibit works by Bolton area artists and craftspersons. The library does not endorse the viewpoints or artistic expression of exhibitors, and will not disallow exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented.

Individuals or groups wishing to exhibit works of art or craft at the Bolton Public Library will submit application and release forms to the Library Director.

The primary location of art installations will be the walls of the Program Room. In addition, the wall near the main circulation desk is also available for displaying art. Works may not be displayed outside the designated areas.

Artists should familiarize themselves with the features and limitations of the space before submitting an application.

Applications may be submitted at any time, and will be reviewed in the order received.

Authority over exhibits ultimately rests with the Board but is delegated to the Director except where there are questions or concerns that merit further discussion and guidance.

The Library Director will review all applications, and will communicate with the applicant about the status of his/her application. Responses will generally be made within 30 days.

The Library Director will keep a final calendar of exhibits, and will coordinate all hanging, removal, and reception times.

Exhibits are generally held for one calendar month. Exhibit space is available to the artist or group on the first day the library is open each month, and must be taken down and removed no later than the last day the library is open during the same month.

An artist(s) who agrees to an exhibit then cancels, or an artist(s) who fails to follow the Library's policies and timelines may, at the Director's discretion, forfeit future opportunities to use the space.

Artists will put up and take down their own shows. No storage space is available.

Works of art not removed at the designated time will become the property of the Town of Bolton, and will be disposed of according to the laws of the Commonwealth of Massachusetts.

Because of the demands on the Program Room, including children's programs and constant rearrangement of furniture for meetings and events, displays are limited to those that hang on the walls. Pillars, pedestals, display cases, and similar items are not allowed.

Exhibitors will not be charged for using the Library's display space.

Prices may be displayed during a Library exhibit; however, sales will be discussed and finalized privately, between artist and buyer, off-site.

The artist will provide his/her contact information via business cards or similar. The Library staff is not responsible for providing this information.

The artist(s) is responsible for hanging the show on pre-installed hardware. Weight limits of the hardware will be observed at all times.

Paintings, prints, drawings and photographs must be suitably framed and wired.

No nails, tacks, adhesives, etc. may be used directly on the walls. Labels may be adhered to frames, not walls.

Lighting is limited to that provided by the Library as part of the building. Additional fixtures may not be supplied.

The Town of Bolton and the Bolton Public Library are not responsible for the safety and care of works displayed. Exhibitors may want to explore insurance options through their own agents.

Opening receptions are encouraged and may take place according to the Program Room's calendar (generally, from 7-9:30 p.m. on Tuesday, Wednesday, or Thursday nights, or Saturdays between 10 and 1). Receptions will not be held on dates and times when the Library and Program Room are closed.

Receptions are limited to the Program Room only.

Receptions will follow the Library's Program Room Policy and Parking Policy.

The artist is responsible for creating and mailing reception invitations, and for all press releases. On press releases, the artist's contact information (not the Library's) should be given.

Refreshments and supplies for the reception will be at his/her own expense. The amount and type of refreshments will be discussed with the Director as part of the application process. Alcohol is not permitted in the Library or on the grounds.

*Approved by the Board of Library Trustees*

*October 2012*