

# ATHOL PUBLIC LIBRARY ART EXHIBITION POLICY

The Athol Public Library welcomes the opportunity to allow individuals, groups or organizations to exhibit art in the library. Display areas for library purposes and activities take precedence over all other uses.

## Policy Purpose

The purpose of this art exhibition policy is to inform the public about the principles upon which art exhibits are arranged; to provide guidance in the selection of art exhibits; and to encourage equitable utilization of exhibit space by artists and groups in the Athol area.

## Goals of the Art Exhibitions

- To support the library's mission "of serving as a community center that connects people of all ages in a friendly and helpful atmosphere with resources that enrich, educate and entertain;"
- To broaden horizons and to nourish intellectual, aesthetic and creative growth;
- To support individual and community cultural and artistic activities;
- To reach new library patrons.

## Exhibit Space Availability

The library Conference Room on the ground floor is the primary exhibition space for artwork. Exhibits in the Conference Room are open for viewing by the public whenever the room is not otherwise in use for a meeting. Programs and meetings are posted on the Library's Events Calendar, so that exhibit visitors may plan ahead.

The library reserves the right to consider other spaces in the library for art exhibition purposes.

## Responsibility for Selection of Art Exhibits

Responsibility for the selection of art exhibits rests with the Library Arts Committee, using the criteria set out in this Policy.

The Arts Committee is appointed by the Board of Trustees, and consists of at least 1 representative of the library (Trustees, administration or staff), and 1-5 members of the local arts community who are residents of Athol.

The Arts Committee will act as a jury, selecting exhibitors from a pool of applicants.

The Board of Library Trustees has the final authority for approving exhibits and reserves the right to prohibit any person or group from exhibiting in the library.

Arts Committee members serve for two year terms, and may be reappointed at the discretion of the Trustees.

The Arts Committee will appoint a Chair, who will work with the Library Director to facilitate the arts exhibition process.

Arts Committee will refrain from voting on applications of family or household members during jury sessions.

Votes of Arts Committee members are confidential, and members of the Arts Committee will not comment on the specific reasons an applicant was not offered an exhibit space or how an individual committee member voted during the jury process.

The Trustees reserve the right to remove any work from an art exhibit that it deems inappropriate for the venue.

## Criteria for Selection of Exhibitors

The Library's need for exhibit space takes precedence over art exhibits by non-library individuals and groups.

In general, when selecting art exhibitors, preference is given to artists and groups from Athol and surrounding communities.

The following additional criteria is considered when selecting art exhibits:

- quality of work;
- appropriate in scale and medium for the available exhibition space;
- local or regional relevance;
- relationship to other community events;
- variety in media, subject and style in relation to the rest of the exhibit schedule;
- suitable for an audience that includes all ages and sensibilities, including young children.
- Works must be original -- reproductions (such as Giclee prints of paintings) will not be considered.

## Insurance and Waiver

The library does not carry insurance for borrowed or exhibited works and is not responsible for loss or damage to an artist's work. All items placed in the library are displayed at the owner's own risk. Artists are required to sign a waiver releasing the library from any responsibility for loss or damage to an artist's work.

## Sales of Works Exhibited

Any sales resulting from an exhibit must be conducted privately by the artist or his/her representative. The library staff will not be involved in any way with sale of artwork. A pricelist and business cards with contact information may be made available in the exhibit area.

The Athol Public Library does not charge for use of exhibit space, and takes no commission on works sold.

## Receptions

Selected artists may plan an opening reception, to be scheduled at the convenience of the library. Installation of an exhibit must be completed at least 24 hours before a scheduled reception. After-hours receptions are subject to the [Library Meeting Room Policy](#). The artist is responsible for all refreshments, invitations, setup and cleanup. Alcoholic beverages may not be served without proof of insurance naming the Town of Athol as an added insured, a one day permit from the Selectmen and permission from the Library Trustees.

## Publicity

The Arts Committee and library staff are responsible for publicity in the library newsletter, website, and local newspaper. The artist must provide a brief statement and digital image to the Arts Committee for this purpose. Publicity provided by the artist may be subject to editorial review by the library. The artist is responsible for providing a poster for the library lobby. Production and distribution of postcards or invitations are the responsibility of the artist.

## Display Guidelines

- The library staff is responsible for booking the meeting room and will work with each selected exhibitor to identify a day and time to install and remove exhibited works.
- Each artist/group is responsible for installing and removing his/her own works at the agreed upon days and times.
- Exhibits must be installed at least 24 hours in advance of any scheduled opening reception and the time must be pre-arranged with library staff.
- Exhibits must conform to the space and weight restrictions of the exhibit areas and equipment provided.
- Exhibited works must remain on exhibit throughout the entire exhibit period (normally commencing at the beginning of a month, and extending to the end of the month).
- Professional presentation is expected. Exhibited art should be suitably framed.
- Art must be hung using the provided hanging system, which requires a wire across the back.
- Nothing should be attached to the walls. Tape, labels, thumbtacks, or adhesives are not permitted unless approved by a representative of the library.
- Prices of works for sale may not be affixed to the wall or artworks. A list of works that includes prices may be left in the room keyed to numbers affixed to the artworks.
- Exhibitors must sign an Exhibit Agreement and a Waiver that releases the Library from any responsibility for loss or damage to works on display.
- The Library will not provide storage for the property of exhibitors.

- The library reserves the right to remove and/or dispose of work that is not removed on the agreed upon date. Artist/groups who fail to remove work on the specified date will not be allowed use of the library space in the future.
- Exhibit reservations may not be transferred to another artist.

## Applying for Exhibit Space

The Arts Committee reviews work for future exhibits twice annually. Exhibits may be scheduled 2 - 8 months in advance. In general, exhibits are scheduled for one month duration.

Applying for an exhibit does not guarantee that exhibit space will be provided.

To apply for exhibit space, please print and return our [Art Exhibit Application Form](#).

Approved by the Board of Library Trustees 17 September 2014

Revised and approved by the Board of Library Trustees 18 November 2015

# Athol Public Library Art Exhibition Application

Thank you for your interest in exhibiting at the Athol Public Library. The Athol Public Library, located in downtown Athol, underwent a major renovation and expansion in 2013-2014, creating new opportunities for programs and exhibitions. The library Conference Room on the ground floor is the primary exhibition space for artwork. The Conference Room walls are equipped with a theft-deterrent picture hanging system and can accommodate two dimensional works only. The available wall space measures approximately 65 linear feet. Please visit the library and view the Conference Room exhibit space prior to applying so that you are familiar with the characteristics of the space. To apply to exhibit at the Athol Public Library follow the three steps below:

## 1. Exhibit Agreement and Waiver

Review our [Art Exhibit Policy](#) and sign below:

- I have read and agree to abide by all the provisions of the Library's Art Exhibit policy.
- I understand that the Library cannot assume responsibility for loss or damage to works on display.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## 2. Fill out the form below:

Artist or Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Artist's website (optional): \_\_\_\_\_

Indicate by circling below, which months you will be available to exhibit. Please circle *at least* 4 months out of the six in the current round to increase your chance of being selected.

May June July Aug. Sept. Oct.

## 3. Prepare a CD with digital images

Please submit a CD with 8 high quality digital images in jpeg format that are representative of the work you plan to show. Label digital image files using the following format: "Your last name\_image number\_ title of work". If you are unable to provide digital images, please contact the Arts Committee at: [Art@athollibrary.org](mailto:Art@athollibrary.org) to make alternative arrangements.

## 4. Prepare a printed list describing the images on the CD

For each work indicate in a separate printed document: Image number, Title, Year, Medium, Size

## 5. Submit materials for review by the Library Arts Committee

Bring or send: 1) this completed form 2) the CD with 8 digital images 3) the descriptive list of images to: Arts Committee, Athol Public Library, 568 Main Street, Athol, MA 01331. Include a self addressed stamped envelope with sufficient postage if you would like materials returned to you.

A resume and/or artist statement may be included with the application, but is not required.

The Arts Committee will contact you within 1 month of jury review to let you know whether you have been selected to exhibit in the upcoming round.

To be completed by Library Staff	
First date of set up _____	Final date for removal _____