



## **Art Exhibit Policy**

### **Exhibit Policy**

The Edgartown Public Library has exhibit space in the Program/Community Room available for interested members of the art community wishing to hang exhibitions. Preference will be given to work that is of community or library interest, such as artwork, book illustration and other book-related subjects, photography, classroom projects, or work of historical interest. Exhibitions run for one month and will be selected by the Art Committee.

### **Exhibit Guidelines**

Those wishing to exhibit should submit a completed Exhibition Application. Applications will be reviewed and exhibits scheduled by the Art Committee and Programming Coordinator.

When possible and appropriate, opening receptions will be held to allow the community to meet the artists.

At the discretion of the Programming Coordinator and Art Committee, exhibiting artists may conduct workshops or other programs related to their art.

Work must be presented ready to hang. All work will be hung using the library's hanging system. D-rings must be placed on the back of the frames to facilitate hanging. Artists will arrange to install and de-install their work with the Programming Coordinator. This is generally the first and last day of the artist's designated month. The artist/exhibitor must take responsibility for any damage to the library when installing or dismantling an exhibit.

Work must be picked up at the time of the de-installation. The library has no storage space.

Any sales transaction must be handled exclusively between the artist and the buyer. There will be no participation by any library personnel. In the event of a sale, exhibitors are asked to keep the sold work in place until the end of the exhibition if possible, or replace it with a different work. It is recommended that exhibitors make a tax-deductible donation to the Friends of the Edgartown Library help offset expenses.

Exhibited items are not and will not be covered under any insurance policy owned by the Town of Edgartown. Please carefully review insurance guidelines below.

## **Presentation**

1. Two-dimensional work must be ready to hang. It must be framed with D Rings on either side of back side of the frames and ready to be hung using the library's hanging system. If D Rings cannot be used for some reason, the frame must be wired above the top one-third of the piece using sufficient gauge wire.
2. Damaged, cracked, wet or otherwise ill-prepared works, including unstable frames or weight too great for the library's wire hanging system (maximum weight 40 lbs.) will not be accepted.
3. No nails, screws, or hooks may be driven into the walls of the library. No tape or gum may be used on the walls to attach artwork or prices. Any hardware on the back of artwork must be taped to avoid marking the wall paint.
4. All work must be labeled with the artist's name, title, medium, and phone number.
5. The work must arrive on the day designated in the agreement. The library does not have storage space to accept work prior to the hanging date or after the last day of the exhibition. Shows will normally end on a Saturday and must be dismantled and removed before 4pm on that day.
6. Exhibits will run for four weeks. All work must remain for the entire exhibition. In the event of a sale, exhibitors are asked to keep the sold work in place until the end of the exhibition if possible, or replace it with a different work.

## **Reception**

If the artist elects to have an opening reception, arrangements must be made in advance with the Programming Coordinator or Library Director. The library will provide modest fare. A tax-deductible donation to the Friends of the Edgartown Library to offset expenses would be appreciated. The artist is responsible for cleanup after the reception.

## **Insurance**

Neither the Town of Edgartown nor the Edgartown Public Library shall assume any responsibility or obligation for any loss, damage or theft of any artwork at any time while in the library or while being transported to or from the library, or for any personal injury or bodily damage caused by artwork. The artist will be responsible for any loss, damage or theft that may occur during setup and removal or during the time the exhibit is displayed. The Edgartown Public Library cannot provide security for the exhibited items at any time. Exhibited items are not and will not be covered under any insurance policy owned by the Town of Edgartown. The Library Exhibit Release form must be signed before the exhibit is mounted, and all of its terms and conditions are incorporated herein by reference.

## **Sales**

Artists may include prices on exhibit labels. It is recommended that artists will make a tax-deductible donation of 20% of the sale price to the Friends of the Edgartown Public Library. Whether or not prices are listed, sales transactions will be exclusively between the artists and the

buyers, and will not involve library staff. Contact information will be prominently displayed in the exhibit to facilitate these transactions.

*Adopted 12/14/2017 by the Edgartown Library Board of Trustees*