

# **STOUGHTON PUBLIC LIBRARY**

## **Art and Exhibit Policy and Guidelines**

Approved by Library Board 11-18-15

### **I. Purpose**

It is the Policy of the Stoughton Public Library to encourage exhibitions and displays of paintings, photographs, and other art works as space permits. This policy reflects the Library Board of Trustees' belief that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the Stoughton area. The Library provides an attractive place where people may enjoy the work of neighbors and friends.

### **II. Description of Exhibit Space**

Artwork may be displayed on designated wall spaces and floor spaces that do not interfere with library services or traffic patterns. These requests will be reviewed on a case-by-case basis by the Library Director. Exhibit spaces also include bulletin boards in the Carnegie Room and Children's Department.

### **III. Policy & Guidelines**

- A. All art exhibitions must be approved by the Director or designee who will exercise curatorial discretion and determine if a proposed exhibition is appropriate for a library setting
- B. Proposals must be submitted at least two months before the exhibition display date, and will be evaluated by the Director or designee.
- C. After approval from the Director or designee the artist will be contacted and expected to work with the Director or designee regarding the schedule and design of the exhibition. Setup and take down of exhibitions is the responsibility of the artist. Artists may only use spaces designated by the Director or designee. Exhibitions may be cancelled or removed if they do not conform to this policy statement.
- D. It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times. Assistance will not be provided by Library staff.
- E. As a general rule exhibits will be displayed no longer than two months. Exceptions may be agreed upon in advance.

- F. Art exhibits must contribute to and not detract from the general appearance of the library facility and must not interfere with the general operation of regular Library activities.
- G. No organization or individual shall be permitted to sell or advertise for sale any pieces of art in the Library, nor to place in the Library any receptacle for the purpose of soliciting donations. This restriction does not apply to the Friends of the Stoughton Public Library.
- H. Exhibitors may display and make available contact information such as business cards and small signs with artist contact information.
- I. The Library Director shall have the final decision on the content and arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the manner of display.
- J. The Library may publicize the exhibit on its website or Facebook pages.
- K. Materials exhibited in the Library do not represent the views of the Library administration or trustees and exhibition does not imply their endorsement.

#### **IV. Application for Exhibitions**

To request display time and space, artists must fill out an Exhibition Proposal Form and submit it to the library director.

In addition to the proposal form, a short biographical piece, a description of the exhibit, and an artistic statement for the exhibition may be submitted. Such a statement could include a description of the artist's creative process, inspiration and medium. Please include least two images representative of the works to be exhibited (high-resolution, digital format).

#### **V. Review and Appeal**

Any group or individual who is refused permission to exhibit or who has other objections may appeal to the Library Board by filing an appeal in writing within ten days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

## **VI. Exhibitors' Responsibilities**

- A. Plan the layout of the exhibit and discuss any special hanging or display needs with the Director or designee in advance.
- B. May bring in pedestals upon request and if floor space is available.
- C. Provide own transportation, set-up, and take down of exhibition. The Library can provide no assistance.
- D. Take down the exhibition and remove works of art from the Library on the agreed date.
- E. Display and make available contact information such as business cards and small signs with artist contact information.

## **VII. Disclaimers**

- A. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited.
- B. All items placed in the Library are done so at the owner's risk. The Stoughton Public Library does not offer insurance coverage for the works of art exhibited in the Library.

This Policy was created in November, 2015 and subsumes the former Exhibit Policy.

**STOUGHTON PUBLIC LIBRARY  
ART EXHIBITION PROPOSAL FORM**

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

**EXHIBITION TITLE:**

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**DESCRIPTION:** (medium, number and approximate size of works)

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**PROPOSED EXHIBITION DATES:** Opening: \_\_\_\_\_ Closing: \_\_\_\_\_

Set-up date: \_\_\_\_\_ Take-down Date: \_\_\_\_\_

**SET-UP NEEDS:** (wall space, floor space)

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Submit this form with two sample digital images of the work to be exhibited, at least two months before opening date to: Richard MacDonald, Library Director, 608-873-6281  
rmacdonald@stolib.org

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I have read and agree to comply with the Stoughton Public Library Art Exhibit Policy & Guidelines.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

# Stoughton Public Library Exhibit Release Form

I, the undersigned, hereby agree to display the following works of art or other materials at the Stoughton Public Library for exhibition purposes only.

In consideration of the privilege of exhibiting these works of art or other materials in the library, I hereby release the Stoughton Library from responsibility of loss or damage while they are in the possession of the Library.

I understand that the Stoughton Public Library does not take responsibility for the security of exhibited items, and that the Library does not assume responsibility for damage or theft of any items on display.

All items placed in the Library are done so at the owner's risk, and the Stoughton Public Library does not offer any type of insurance coverage or accept any responsibility for the exhibited items in the Library.

I understand that it is my responsibility to set up and take down the exhibit at the agreed upon times. If the item is not removed at the determined removal date, the Stoughton Public Library may remove the item and place the item in storage. The Library does not assume any liability for the removal of the item or storage. This includes damage, loss or theft.

Dates of exhibition Setup date: \_\_\_\_\_ Removal date: \_\_\_\_\_

Description of materials to be exhibited:  
(Attach a separate sheet if needed)

Print Exhibitors Name \_\_\_\_\_

Exhibitors Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_