

Ashland Public Library Art Exhibit Policy

The Library encourages exhibitions and displays of paintings, photographs, sculpture and other art works and crafts. Exhibit and display space is made available on an equitable basis to qualified individuals or groups meeting the following standards for acceptance:

- Exhibitors are chosen on a first come, first booked basis with preference given to residents of Ashland.
- Exhibits for commercial purposes are not allowed.
- Exhibits are accepted at the discretion of the Library Director and the Library Board of Trustees or their designee.
- The Library Board of Trustees reserves the right to decline an exhibit that is considered inappropriate.
- The content should be suitable for patrons of all age groups and adhere to the library's [DEI policy](#).
- The art should not discourage patrons from using the Library for other purposes.

General Conditions:

Each exhibit will be displayed for one month beginning the first of the month and ending on the last day of the month. Exhibits must be free of charge and open to the public during regular Library hours.

[Exhibit Request Form](#)

Installation/Dismantling:

- The exhibitor is responsible for installing and dismantling the exhibit.
 - Installation will be within the first two days of the month and dismantling will be within the last two days of the month and must be completed during regular Library hours.
 - Library staff are not available to assist the exhibitor.
 - Artworks should be framed with wire for hanging, in stable condition and should not require extraordinary procedures or equipment for maintenance or display.
 - No additional hooks, nails, or other fasteners can be attached to the walls of the Library.
 - Nothing may be glued, taped or fastened directly to the walls or building.
- Exhibitors may reserve the Library's meeting room space for a reception.

- Use of the Meeting Room requires a separate application and is subject to the guidelines outlined in the Library's [Meeting Room policy](#).
- Any use of floor space adjacent to an exhibit must not compromise or restrict access to other uses of the room. The exhibit must not impede traffic flow in the lobbies, hallways or safety exits.

Application Process:

- A selection of photographs or electronic images of the works, labeled with the exhibitor's name, media and size of work.
- Exhibitor's resume accompanied by a cover letter outlining the scope of the exhibition.
- Completed [Exhibit Request Form](#).
- Applications may be submitted up to one year, or more, in advance of the desired exhibit date and are reviewed in the order in which they are received.
- The same applicant will not be granted exhibit space if he/she was granted space in the prior 18 months.

Publicity:

- Press releases are the responsibility of the exhibitor.
- Library staff may not act as agents for any exhibitor.
- No pricing may be displayed in the exhibit.
 - Patrons interested in purchasing art may contact the artist directly for prices and availability.
- No sales may be conducted on Library property.
- Invitations and/or flyers are the exhibitor's responsibility.

Disclaimer:

- Presentation of an exhibit does not imply an endorsement of the opinions or viewpoints of the exhibitor by the Ashland Public Library or the Town of Ashland.
- Neither the Library Board of Trustees nor the Town of Ashland can be held responsible for any damage, loss, disappearance or theft of any artwork, exhibit item or other part of an exhibit.
- The Library does not insure any exhibits and all work is displayed at the exhibitor's risk.
- All exhibitors must sign a waiver accepting full responsibility for the safety of any items in the exhibit
- Neither the Ashland Public Library nor the Town of Ashland is responsible for any financial damages or bodily harm caused by, or related to the exhibit.

- The Library reserves the right to disassemble an exhibit should unforeseen circumstances arise or in the event the artist does not do so by an agreed upon date.

Approved Board of Library Trustees 1/11/2022, to be reviewed **every five years** starting January 2025

**Friends of the Ashland Public Library
EXHIBIT APPLICATION & AGREEMENT FORM**

Date _____

Name of exhibitor / organization _____

Name of person in charge of exhibit _____

Display Location _____

Brief description of work _____

Daytime phone # _____ Evening phone# _____

Email address _____

By signing this form you agree to the policy of the use of public displays and exhibits at the Ashland Public Library and are aware that the library can assume no responsibility for any loss or damage that might occur while your materials are on display and that the library holds no insurance to cover said risks,

Signature

Return to: Ashland Public Library
66 Front Street
Ashland, MA 01721
Attn: Exhibition Coordinator

OFFICE USE ONLY

Display will be set up on, _____ between hours of _____

Display will be removed on _____ between hours of _____