

Limerick Public Library Art Exhibit Policy and Guidelines

Purpose:

Exhibits of work by local artists and crafts people are intended to increase the community's awareness and appreciation of the arts. Exhibit space will be provided in designated areas when not needed for library purposes.

Conditions for Exhibits:

1. Residency

All artists are welcome, with preference given to Limerick residents.

2. Space

Hanging pieces must conform to the size and weight limits of the Library art hanging system (Arakawa). Hanging art should be suitably framed with secure hanging apparatus or mounted and stabilized for pedestal or showcase display. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. All other pieces will be considered on an individual basis suitable to space, safety and security guidelines. No items can be displayed using glue, tape, tacks or nails.

3. Suitability

- All exhibits are subject to the approval of the Library Director and the Board of Trustees.
- Users may not exhibit information about political candidates or issues that are currently on the ballot or being heard in the Legislature or town Municipality. *Reference: Maine Statute Title 21-A Section 682. Political Activities.
- The Library is on the 2nd floor of the legal polling place for the Town and thus falls under the legal code....
- The provision of exhibit spaces for public use does not constitute Library/Town endorsement of the beliefs or viewpoints of topics advocated by exhibits or the individuals or groups responsible for an exhibit.
- The Library retains the right to deny the space to any user whose planned use of the space does not comply with these terms.

4. Permission to photograph and advertise

- Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
- Distribution of literature relating to the display is at the discretion of the Library Director.

Procedures for Exhibits:

1. Applications:

- All exhibits must be approved prior to set-up by the Library Director or a designated Library representative. The Board of Trustees has the final authority for approving all exhibits and reserves the right to prohibit any person from displaying artwork.

2. Artist Waiver:

- Exhibitors must sign a waiver form that releases the library and the Town of Limerick from any responsibility for loss or damage to works on display. The waiver must be signed prior to the set-up of the exhibit.
- Insurance (if desired) is the responsibility of the artist.

3. Artist Responsibilities:

- **Hanging and Removing Exhibits**
 - a. Artists are responsible for setting up the exhibit, which includes moving ladders or stepstools for hanging art.
 - b. All exhibits shall be set up and removed on the assigned dates with supervision by a library representative.

4. Library/Town Responsibilities:

- The Library reserves the right to cancel a reservation for exhibit space if the space is required for use by the Library or Library related organizations.

5. Advertising:

- Exhibitors are encouraged to provide the Library with information about themselves (brief biography) for display and publicity purposes. We will publicize the event in the Library newsletter, on the web site and in local media.

6. Receptions/open house:

- Any artist who wishes to have an “opening” or “reception” must make arrangements with the Library Director prior to approval.
- The Library will assist with food and drinks if requested.
- No alcoholic beverages may be served.

7. Duration:

- The space is not intended for on-going exhibits. Scheduling will be limited as necessary to insure equitable access to the space for the entire community.

- Once the artwork is installed, it must stay up until the closing date. The artist should not make any changes to the display without prior approval from the Library Director. This includes rearranging OR removal of any pieces.

8. Sales and Commissions:

- Works of art may be offered for sale, with prices established by the artist. The artist is responsible for conducting the sale of any work directly with the purchaser, not through library staff.
- Work sold must remain on exhibit throughout the designated period. The artist should notify the Library Director within 48 hours of a sale so that the artwork may be marked as “sold”.
- The artist is encouraged to leave business cards at the Library for the duration of the exhibit.

* Maine Statute: Title 21-A Section 682 – On file at the Library.