



ASHBURNHAM STEVENS MEMORIAL LIBRARY

20 Memorial Drive • Ashburnham MA 01430 • 978-827-4115 • library@ashburnham-ma.gov

Art Exhibition Policy

Ashburnham Stevens Memorial Library enriches the well-being of its community by offering individuals, groups, and/or organizations the opportunity to exhibit artwork in the Library. The materials and information in these exhibits may represent controversial points of view. Exhibitors are encouraged to display artwork that shows an awareness that the Library supports a diverse community of all ages, including younger children.

Policy Purpose

The purpose of this Art Exhibition Policy is to provide guidance in the criteria for selection of art exhibits and to encourage equitable utilization of exhibit space by artists and groups in the Ashburnham area. Any individual, organization, or commercial establishment may use exhibit space subject to Exhibit Guidelines.

The Library's need for exhibit space takes precedence over art exhibits by non-library individuals and groups. When selecting art exhibitors, preference is given to artists and groups from Ashburnham and the surrounding communities. Applying for an exhibit does not guarantee that exhibit space will be provided. The Library Director or their designee is responsible for scheduling exhibits, including a day and time to install and remove exhibited works.

Exhibit Selection Criteria

- Quality of exhibition design, implementation, artistic merit, and originality
- Subject, technique, and style are suitable for intended audience that includes all ages and sensibilities, including young children
- Interest to viewers and the public
- Appropriate scale and medium for the available exhibition space
- Local, regional, or historical relevance
- Relationship to other community events and interests
- Variety in media, subject, and style in relation to the rest of the exhibit schedule
- Ease of installation
- Representation of an influential movement or unique genre
- Significance of the exhibitor

Exhibit Guidelines

- Each artist/group is responsible for installing, hanging, labeling and removing their own works at the agreed upon days and times. Library Staff assistance is not available for artwork installation. The Library reserves the right to remove and/or dispose of work that is not removed by the agreed upon date. Artists/groups who fail to remove work on the specified date will not be allowed use of the Library exhibit space in the future.
- Exhibits must conform to the space and weight restrictions of the exhibit areas.
- Exhibited art must be suitably framed and hung using the provided hanging system. Tape, labels, thumbtacks, or adhesives are not permitted unless approved by Library staff.
- Exhibits must identify the exhibitor(s) by name within the display. Works must be original.
- Exhibitors must submit a complete exhibit inventory to the Library Director no later than the time of installation.
- Exhibited works must remain on exhibit throughout the entire exhibit period. The Library does not provide storage for the property of exhibitors.
- An individual or organization may be limited to one exhibit per year unless otherwise approved by the Library Director.
- The Board of Library Trustees reserves the right to prohibit any person or group from displaying artwork.
- Exhibit reservations may not be transferred to another artist unless approved by the Library Director.
- Exhibitors must sign an Exhibit Agreement and a Waiver that releases the Library from any responsibility for loss or damage to works on display.

Insurance and Waiver/Liability

The Library does not carry insurance for borrowed or exhibited works. The Library is not liable or responsible for loss, disappearance, theft, or damage to an artist's work, nor any financial damages or bodily harm caused by, or related to an exhibit. All items exhibited 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 Exhibited Works

The Library does not allow solicitation or selling of items in the Library unless permission has been received by the Library Director. Any sales resulting from an exhibit must be conducted privately by the artist or their representative outside the Library. Library staff will not be involved in the sale of artwork. A price list and business cards with contact information may be made available in the exhibit area. Exhibit materials sold during the display period may not be removed before the end of the exhibition. Prices of works for sale may not be affixed to the wall or artworks.

Receptions and Exhibit Promotion

Artists may schedule an opening reception in collaboration with the Library Director or designee. Installation of an exhibit must be completed at least 24 hours before a scheduled reception. Production and distribution of postcards or invitations are the responsibility of the artist. The Library will provide promotional materials for an exhibit and art opening at the request of the

exhibitor provided that the exhibitor shares the required requested materials with the Library in a timely fashion. Exhibitors must supply the Library with biographical material and descriptions of the display for use in Library promotions.

Exhibit Space Availability

The Library's Community Room is the primary exhibition space available for artwork. Exhibits in the Community Room are open for viewing by the public whenever the room is not in use for a Library program or 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.

Approved by Library Board of Trustees, January, 2024