

## Art Exhibits and Displays Policies

The Reuben Hoar Library welcomes individual artists, groups and organizations the use of the gallery and display spaces in the library. These spaces are provided for educational, cultural, and civic enrichment. Gallery exhibits are arranged through the Gallery Committee. Other displays are arranged by general staff as space and circumstances permit. These other displays typically do not include items for sale. The library also uses the gallery and display spaces and the library's need for spaces takes precedence over the public's request to use such areas.

The Gallery Committee consists of the library director and two volunteers. They accept submissions for an exhibition throughout the year and jury these submissions in June, when a display calendar is set for September through to the following September, allowing approximately four weeks for each show. There are up to nine months set aside for individual or group shows and three months set aside for local school artwork. Groups who submit work must designate one person to be the liaison with the art coordinator.

The quality of an art exhibit is an important consideration in attracting artists to show their work and in attracting viewers to the Reuben Hoar Library. It is important therefore to set criteria for shows. Not all exhibits will meet all standards. The following will be considered when selecting or approving an exhibit:

- Subject, technique and style are suitable for all ages
- Artistic expression
- Appropriateness to special events, anniversaries, holidays, etc.
- Historical or regional relevance
- Relation to other events or exhibits in the community
- Ease of installation
- Representation of an influential movement, genre, trend or national culture
- Significance of the contributor
- Attention of viewers and the public
- The number of times the exhibitor may have had a previous show in the library's space

The Reuben Hoar Library reminds exhibitors that the library is a public space where all people are welcome. The Library Board of Trustees, in consultation with the Gallery Committee, reserves the right to change the exhibition before its scheduled end. The fact that an organization or exhibitor is permitted the use of the gallery or display space, does not in any way constitute an endorsement by the Reuben Hoar Library of their policies or beliefs.

The Reuben Hoar Library is not responsible for loss of or damage to any piece of art being exhibited or displayed. The library does not insure any exhibits. Exhibitors may want to explore insurance options through their agents. Exhibitors in the Gallery must sign an exhibit agreement

and waiver form that releases the Reuben Hoar Library or the Town of Littleton from any responsibility for loss or damage to works on display.

The Reuben Hoar Library does not allow additional pieces of art that are not on display to be stored and sold at the library. The exhibitor must leave an accurate signed list of the items on display with the art coordinator. The exhibitor is responsible for picking up their items on the scheduled end date. The art coordinator may be available to assist the exhibitor in these tasks. No other library staff assistance is available.

Exhibits must conform to the space restrictions of the areas provided in the library. The library will not provide storage for the property of the exhibitors. Pricing may be listed on a sheet placed in the provided holder. Works for sale must be purchased directly from the exhibitor. The Library will not act as a sales agent for the community or artist. Sold works may only be removed from the exhibit if there is similar work to display in its place and an updated exhibit list is provided.

Approved by  
Reuben Hoar Library Trustees  
September 12, 2024