

PUBLIC LIBRARY OF BROOKLINE ART EXHIBITION POLICY

Exhibition space at the Public Library of Brookline is available to Brookline artists to show their work and to Brookline residents that would like to curate an exhibition or have a collection they would like to present to the community. Currently, the available exhibition spaces include Hunneman Hall (100 linear feet of hanging space), one lateral 8 foot display case (in front of the circulation desk) and one permanently installed display cabinet (5 shelves, approximately 18 linear feet) in the left entrance foyer.

Selection Criteria:

- 1) **Quality and Style:** The Programming and Exhibits Committee will ascertain whether a proposed exhibition is of appropriate quality, scale and content to be shown in a public building to patrons of all ages.
- 2) **Durability:** Artwork should be stable condition, suitable for exhibition and should not require extraordinary procedures or equipment for maintenance or display.
- 3) **Liability:** Works of art will not be displayed that have the potential to create unsafe conditions.

Application Procedure:

The Programming and Exhibits Committee meets as needed to review and select exhibitions and may empower the Library staff to make such decisions in its stead. Artists meeting the selection criteria who are interested in exhibiting at the Library should send the following materials to Programming and Exhibits **Committee, c/o James C. Flaherty, The Public Library of Brookline, 361 Washington St., Brookline, MA 02445:**

- 1) A selection of slides or photographs of the work, properly labeled with artist's or owner's name, media and size of work.
- 2) Artist's statement and/or resume, where appropriate.
- 3) Cover letter outlining the scope of exhibition and preferred venue (Hunneman Hall or display case).
- 4) Self-addressed, stamped envelope for the return of slides or photographs.
- 5) Signed copy of this document.

Exhibition Procedure:

Once accepted, the following procedures must be followed:

- 1) An exhibition will typically run for 4 weeks.
- 2) The artist or show organizer is responsible for the set-up and dismantling of their own exhibition and must schedule this work in advance through the Director's office. Set up and take down must take place during regular library hours and for exhibitions in Hunneman Hall, during a time when the meeting room is not otherwise in use.
- 3) For exhibitions in Hunneman Hall, the Library has a specific hanging system and will supply hanging rods. Nails and/or picture hanging hooks may not be used; nothing may be hammered into the walls.
- 4) Works must be ready for hanging, with appropriate wire, etc..
- 5) For Hunneman Hall exhibits an opening reception may be held in keeping with the Library's Meeting Room policy. Each exhibitor may schedule up to two additional time periods for viewing. This must be done in advance and the exhibitor must be present. The policy agreement must be signed by the exhibitor. The standard fee will be waived. The artist or show organizer is responsible for all of the preparation, food, clean-up and other costs, such as a guard if desired, associated with the reception. No alcoholic beverages may be served.
- 6) Display cases are on view during regular library hours. In addition to an opening reception, exhibitions in Hunneman Hall will be open to the public for viewing whenever the room is not being used for another purpose. Exhibitors must realize that no security is provided and the library is not responsible for lost or stolen items.
- 7) There will be no admission fee charged for any exhibition.

**Public Library of Brookline
Art Exhibition Procedures (cont.)**

Publicity:

Each exhibitor must provide the Library with a brief description (50 words or less) of the exhibition which the Library may use for publicity purposes. Any additional publicity is the responsibility of the exhibitor.

Insurance:

The Library does not hold insurance for art work on exhibit and is not responsible for loss or damage to any art work. Each artist or show organizer will be required to sign a waiver of liability for lost or damaged work.

Sales:

Artwork on display at the Library will not be for sale through the Library. Prices may not be displayed on the labels but contact information may be left at the Circulation Desk. Should an artist sell a work while on view, it must remain on display for the duration of the exhibition.

Title of Exhibit: _____

Relationship to Brookline (check one) _____resident (or) _____Brookline organization

Name: _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

I have read this document in its entirety and agree to all procedures, terms and conditions for exhibiting at the Public Library of Brookline.

Signature

Date

Approved: September 13, 2005

Amended: July 11, 2006