



THE PUBLIC LIBRARY OF BROOKLINE

Where stories begin.

ART EXHIBITION POLICY

Exhibition space at the Public Library of Brookline is available to artists and/or interested persons or organizations (show organizer) that would like to curate an exhibition. Exhibit space will be open to:

- Brookline residents or employees
- Organizations located in Brookline or serving the Brookline community
- Material with particular relevance to the town

Exhibit space is available at all three branches: Main, Coolidge and Putterham. See the Library website (<http://brooklinelibrary.org>) Go to the menu bar across the top of home page and click on PROGRAMS, [then to Exhibits](#). Here you will find several location-specific documents. Please familiarize yourself with our three locations and determine which location you are interested in then follow respective instructions. Please understand each location has different exhibit durations, you will find further information on this in the introduction for each location.

All exhibited areas are deemed limited public forums.

I. SELECTION CRITERIA:

The Exhibits Committee of the Trustees of the Public Library of Brookline will ascertain whether a proposed exhibition is of appropriate quality, scale and content to be shown in a public library building open to patrons of any age, race, religion and ethnicity.

In making decisions on whether or not to approve a display or exhibit, the Library shall not discriminate on the basis of message or viewpoint but may discriminate on the basis of perceived aesthetic or historical value or other criteria unrelated to any viewpoint. In light of laws applicable to public buildings, the following types of items shall not be selected or approved for display: (a) items that i) are for the purpose of political fundraising as prohibited by Mass. Gen. Laws. ch. 55, § 14, and (b) items that endorse religion or any particular religion, or opposition to religion or to any particular religion.

Recourse by a person aggrieved by a decision regarding the selection or approval of any item for display or exhibition shall be to a court of competent jurisdiction.

II. APPLICATION REQUIREMENTS:

The Exhibits Committee of the Trustees will review and select artwork and may empower the Library staff to make such decisions in its stead. Artists or show organizers interested in exhibiting at the Library should complete the application. The application on our website asks you to provide:

- 1) A selection of (3) digital images with title, media and size of work
- 2) An artist statement and/or resume

3) Choose a location you would like to exhibit at and send application to:

Main Branch: 361 Washington Street	Julie Falsioni	crownofjules@gmail.com
Coolidge Corner: 31 Pleasant Street	Coolidge Librarian	artcoolidge@gmail.com
Putterham: 959 West Roxbury Parkway	Putterham Librarian	putterhamart@gmail.com

III. ART PROCEDURES:

Upon acceptance, the following procedures must be followed. Additional information specific to each location can be found on the website.

Exhibit Information:

- 1) The artist or show organizer is responsible for the set-up, dismantling of the exhibition at Main.
- 2) The artist or show organizer will oversee the custodian who may need to use a ladder (for Coolidge Corner and Putterham locations) to install the artwork. The Library will provide the ladder.
- 3) Appointments for set-up and dismantling must be scheduled in advance through the Library's designated contact for each location.
- 4) Set up and dismantling must take place during regular library hours under the supervision of the Library's designated contact for each location.
- 5) It is expected that the artist or show organizer will monitor the condition of the exhibition on a regular basis during the period of the installation. Should concerns arise, a communication can be sent to designated contact for each location.
- 6) Each location is equipped with an art hanging system. Hanging rods are supplied by the Library. Nails and/or picture hanging hooks are prohibited. Altering the walls in any way is prohibited.
- 7) Artwork must be in stable, ready to hang (ready to display if using display cases) condition. Artwork should not require extraordinary procedures or equipment for installation and/or maintenance. Artwork must not have any potential to create an unsafe condition. Artwork for The Gallery in Hunneman Hall at Main does not require framing. Artwork for Coolidge Corner and Putterham requires framing.
- 8) Artist or show organizer must provide labels for each item. Type size must be twenty-four point and look consistent throughout.
- 9) Artist or show organizer has the option to provide a written statement, autobiographical information, or exhibition histories to the public at the exhibition location. This information will be contained in a binder or folder, but will not be posted on the walls. This information may include gallery representation and artist contact information. Price lists are prohibited.

Publicity:

- 1) Artist or show organizer must provide the Library with a brief description (50 words or less) of the exhibition that the Library may use for publicity purposes. Digital images may also be included to be used for publicity. Any additional publicity is the responsibility of the artist or show organizer.
- 2) The Exhibits Committee may use images from the exhibition for publicity and for publication on the Library's website. Additional publicity materials (postcards, etc.) are permissible but are the responsibility of the artist or show organizer. All publicity for an exhibition must credit the Public Library of Brookline.

Fees & Sales:

- 1) There will be no admission fee charged for exhibits at any location.
- 2) It is prohibited to sell artwork at the Library. Should an artist or show organizer sell a work of art while on exhibit at the Library, the item must remain in the exhibit for the duration of the exhibition. (Exceptions to this policy may be discussed with the Library's designated contact).

Insurance & Liability:

- 1) Neither the Library nor the Town hold insurance for artwork on exhibit and are not responsible for loss or damage to any artwork.
- 2) The artist or show organizer is required to sign an insurance waiver absolving the library of any damage or loss liability. A signed waiver must be received by the Library's designated contact prior to any artwork installation.

Voted by the Board of Library Trustees 12 13 September 2005
Amended: 11 July 2006
Amended: 12 March 2013