



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 is available at all three Library locations: Brookline Village, Coolidge Corner, and Putterham. For more information about art exhibits or for more information about each location, see the Library website (<http://brooklinelibrary.org>).

All exhibit areas are deemed limited public forums.

### I. SELECTION CRITERIA:

Designated Public Library of Brookline staff members 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.

Any person wishing to appeal a decision about a display or exhibition can submit such appeal, in writing, to the Library Director and/or the Board of Library Trustees.

### II. REQUIREMENTS:

#### Application

Library staff will review and select artwork, consulting the Board of Library Trustees when needed. Artists or show organizers interested in exhibiting at the Library should email [brkart@minlib.net](mailto:brkart@minlib.net) and provide:

1. A selection of three (3) digital images with title, media, and size of work
2. An artist statement and/or resume
3. The preferred location for exhibit:
  - Brookline Village - 361 Washington Street
  - Coolidge Corner - 31 Pleasant Street
  - Putterham - 959 West Roxbury Parkway

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

**Installation and Maintenance:**

1. At Brookline Village, the artist or show organizer is responsible for the set-up and dismantling of the exhibition.
2. At Coolidge Corner and Putterham, the artist or show organizer will oversee the staff, who may need to use a ladder 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 Brookline Village 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 at least twenty-four point (24 pt) and look consistent throughout. The Library reserves the right to create labels more appropriate to the size of the space.

**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. Artist or show organizer may provide additional information such as a written statement, biography, exhibition history, or representation/contact details. The Library may, but is not required to, incorporate this information in publicity. Prices are prohibited.
3. The Library may use images from the exhibition for publicity and for publication online. 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 13 September 2005

Amended: 11 July 2006

Amended: 12 March 2013

Amended: 9 November 2021