

Southwick Public Library
Policy and Guidelines for the Exhibition of Art

The Southwick Public Library is a public building serving a large number of families among its many constituents; therefore, art work displays in the William A. Laporte Gallery must be appropriate in such a setting. All works must be original, and reflect high standards of concept and execution. The Gallery Coordinator is ultimately responsible for approving the final exhibit to assure that it meets the goal of presenting high-quality materials in the most positive way for the enjoyment of the public.

1. Artists interested in exhibiting their work must start the process by filling out an application available at the Circulation Desk.
2. Three samples of the artist's work should be submitted. They will be reviewed by the Gallery Coordinator, and the artist will be notified by mail of acceptance or rejection within a reasonable amount of time. The Gallery Coordinator, in conjunction with the Board of Trustees, reserves the right not to allow display of individual pieces considered inappropriate.
3. Upon placement of works for an exhibit, a release form signed by the artist must be filed with the Director's office. Forms are available at the Circulation Desk. While the library takes reasonable precautions to protect and secure the art, the library, its staff, the Gallery Coordinator, and the Board of Trustees are not responsible for loss or damage in any manner.
4. The accepted media for two-dimensional works to be exhibited includes: Oil, Watercolor, Acrylics, Mixed Media, Pastel, Oil Pastel, Charcoal, Graphite, Pen & Ink, Fabric Arts, Scratch Board and Photography (color or B&W).
5. Collections of smaller items such as jewelry or small sculpture are allowed, provided the items can be displayed in the existing glass cabinet.
6. Free-standing or pedestal-mounted sculpture may be exhibited only with prior approval of the Gallery Coordinator and the Library Director, and in accordance with safety and handicap-access requirements.
7. The artist is responsible for delivering materials to the library and preparing the exhibit. Materials may be displayed for no less than 30 days and no more than 60 days, unless otherwise arranged with the Director and the Gallery Coordinator in advance. Materials must be removed by the artist at the end of the exhibit period. No works are allowed to be removed from the gallery prior to the end of the exhibit without permission of the Gallery Coordinator. The artist will be responsible for installing and dismantling the show, providing information for press releases, and for designing, printing and mailing any announcements.
8. All two-dimensional works must be wired for hanging from the wall molding provided in the designated gallery areas. Scotch tape, masking tape or other adhesives may not be used.

Revised policy approved by the Board of Trustees 11-12-03, updated 5/2/2023

**Southwick Public Library
Release Form
For the Exhibition of Art**

It is hereby understood between the parties, The Southwick Public Library and _____ hereinafter referred to as the Exhibitor, that the
(Exhibitor)

Southwick Public Library does herein agree to provide space in the Library for the purpose of display by the Exhibitor of their Art for a period beginning on _____ and ending on _____.

The Exhibitor does agree, in return, to hold harmless the said Southwick Public Library for any loss of his/her Art by any means whatsoever, including theft, vandalism, breakage, mutilation, defacement or other loss. The Exhibitor herein does, therefore, assume all risks relative to said exhibit and imposes upon said Southwick Public Library no security obligation of any nature. The Exhibitor, further, understands that any and all sales are the sole responsibility of the Exhibitor and that the said Southwick Public Library, its Trustees or employees, are not agents for the Exhibitor in any way, shape or form nor shall the said Library be responsible for any monies left in its care and custody for the benefit of the Exhibitor.

The Trustees of the Southwick Public Library
By its Director

Lynn Blair

Date

Exhibitor