

## **TOPSFIELD TOWN LIBRARY**

### **ART EXHIBIT GUIDELINES AND POLICY**

Thank you for your interest in sharing your art with the patrons of the Topsfield Town Library. Please complete and return to the library director the attached Artist Exhibit Reservation Form and he/she will respond to your request as soon as possible. Note that art exhibitions are arranged at the discretion of the library director as space and circumstance permits.

#### **Standards:**

The quality of the art exhibited is an important consideration in attracting artists to show their work in the Topsfield Town Library. It is important, therefore, to set standards for shows in the meeting room. All first-time exhibitors at the library are required to submit samples of work, in advance of setting an exhibit date, for review by the library director and/or a member of the art committee or trustees. Solo artists must have a substantial body of framed work for exhibit.

#### **Insurance and Library Non-Responsibility:**

The library meeting room is a public space and used often by the library staff, library patrons, town boards and other organizations. The library assumes no responsibility for works of art and does not carry insurance in the event any works of art are damaged or stolen. We recommend that you insure your works of art and we discourage the exhibiting of very small items.

#### **Guidelines:**

- Group shows must have a contact person who is responsible for the group and the application. The same standard for individual artist's work applies to each artist in a group.
- The installation of an exhibit must be completed in one day or additional time must be arranged with the Library Director. The same applies to removal of art.
- The artist is responsible for the hanging and removing of his or her exhibit. Although the library does make S-hook hangers available; however, the library suggests that each artist provide his/her own hanging material in conjunction with the supplied S-hooks to assure that each piece of art is securely affixed to the wall.
- It is suggested that each piece of art don a title card and possibly background information about the artwork such as inspiration for the work, crafted in the "style of xxx", or some other point of interest about the work.
- Artists may leave cards and a guest book in the meeting room.

- We ask that each piece of art be named and priced. Artists negotiate the sales of art with any interested party. The library does not accept commissions for works that are sold, but asks for a 15% donation of the total sales made during the exhibit to the Friends of the Topsfield Library. Sold works may not be removed during the show, with the only exception of December as many sales may be a gift. In those cases we ask that an immediate comparable replacement be hung.
- Receptions are permitted, however the scheduling and details of a reception must be made in advance with the library director. Reception refreshments and invitations are the responsibility of the artist. No alcoholic beverages are allowed.
- On the day of removal of your artwork, please advise the staff member at the circulation desk or the library director that removal of the artwork is taking place.
- Failure to meet these guidelines will mean exclusion from future exhibits.
- Any comments and suggestions are most welcome. We hope you enjoy this experience.

Created: 6/2004  
Revised 10/20/2009  
11/22/2011  
10/14/2014

Exhibit Form Attach

**TOPSFIELD TOWN LIBRARY  
ARTIST EXHIBIT RESERVATION FORM**

Date of Application: \_\_\_\_\_

Artist Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Telephone/Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Month of Exhibit: \_\_\_\_\_

Installation date & time \_\_\_\_\_

Dismantle date and time: \_\_\_\_\_

List Other Artists: \_\_\_\_\_

Reception: Yes  No

Date: \_\_\_\_\_

Time: \_\_\_\_\_

<b>Artist Check List:</b>
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- Submitted work for approval, or forwarded electronic access to works of art
- Submitted Bio, Press Release, and/or material for the webpage information on the artist to the director or designee (Submitted at least 1 month prior to the exhibition opening date)
- Have read policy and understand artist responsibilities
- Will provide hanging material for exhibit
- Library provides ladder and S hooks for artist
- Will provide guest book, exhibit list with prices, and contact information

***The artist acknowledges receipt of the Artist Exhibit Guidelines and Policy and hereby releases the library from any liability on account of any damage to or for loss of any work of art associated with this application.***

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_