



Welles Gallery Exhibits Policy

The Lenox Library welcomes the opportunity to provide local artists and community groups a place to showcase their work to the public in the Library's Welles Gallery as part of its mission to connect our community to resources and programs that encourage lifelong learning and celebrate our collective history and culture.

A. Exhibit Policy Overview

When not in use to promote library-related or Town of Lenox activities or services, the Welles Gallery is available to community groups or individuals engaged in educational, cultural, intellectual, or charitable activities and will be provided on an equitable basis to any group or individual who agrees to the guidelines outlined below.

Lenox Library reserves the right to determine at its sole discretion what materials will be displayed as well as scheduling and duration. The Library has the right to review the materials in advance. The Library's decision on what will be displayed in its exhibit spaces shall be final.

The Welles Gallery is open to adults and children of all ages and sensibilities. Therefore, displays should be appropriate in scale, material, form, and content for the public library environment. For example, the Library discourages material containing images that include significant elements of sexually explicit imagery or graphic depictions of violence. In general, the Library does not accept exhibits or displays of a purely commercial nature, unless they have a special educational, informational, or cultural value to the community. Materials advocating a particular vote on a candidate or ballot proposition may not be exhibited.

The Library reserves the right to remove any item from an exhibition or display on the above grounds or if the exhibition is a possible safety hazard, is too large or otherwise inappropriate for the display space, creates a maintenance problem, exceeds acceptable noise and light levels, or interferes with the public service or

other activities in adjacent library areas. If the exhibit contains elements that may be of concern under this policy, the exhibitor should discuss it with the Art Coordinator(s) and Library Director in advance of the installation date.

B. Eligibility

Artists living and working in Berkshire county are eligible to apply. First-time exhibitors, individuals, and groups are welcome. We value diversity and inclusivity in our gallery exhibitions.

C. Exhibit Guidelines

- Exhibit space must be reserved in advance.
- Exhibits run for one month, unless otherwise agreed upon by the Library Director and Art Coordinator(s).
- All materials are displayed at the exhibitor's own risk.
- Exhibitors are responsible for installing, labeling, and taking down their exhibit on the agreed upon dates, typically on the first and last day of the month.
- All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library.
- The Library has the right to remove exhibit materials if they aren't picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days.
- The exhibitor must be identified by name within the display.
- A notice is to be posted with each exhibit stating that: "The material within this exhibit is the presentation of the individual or organization named in the display. The Library does not advocate or endorse the viewpoints of exhibits and exhibitors."
- The Library does not charge for use of the Welles Gallery for art exhibits. Exhibitors may not charge an admission fee or request donations.
- The Library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their displays information on how to purchase items. Any items sold during a display period shall remain on display until all items are scheduled to be removed. If works are sold, 10% of the proceeds shall be donated to the Lenox Library Association.
- The Welles Gallery is open to the public only during the regular open hours of the Library.
- Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible.