



## **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 and exhibitors 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).
- Each artist or group may exhibit once a year unless specially approved by the Art Coordinator.
- All materials are displayed at the exhibitor's own risk. The Library is not responsible for any damage to, loss of, photos of, or theft of the artwork.
- 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.
- Artwork may be displayed on the walls only; no pedestals or free-standing artworks may be placed elsewhere in the gallery without prior express permission of the Library Director.
- All displays/exhibits must be set up, shown, 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.
- Artwork in the Welles Gallery is viewable to the public only during regular Library hours, except when the Gallery is in use for Library programs.
- 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."
- Artwork must be labeled on the rear with the artist's name and contact information. The artwork front (facing the public) must be identified by a small card or sign attached to the artwork (see example). The card will include:

<b>NAME of artist</b>
<b>TITLE of the Work</b>
<b>CONTACT information</b>
<b>PRICE if the piece is for sale</b> \$_____

- Library staff 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. Artwork sold or removed before the end of the

exhibit must be directly handled by the Artist. The Artist may replace removed artwork if so desired; all rules apply to replaced artwork. If works are sold, 20% of the proceeds shall be donated to the Lenox Library Association.

- The Library does not charge for use of the Welles Gallery for art exhibits. Exhibitors may not charge an admission fee or request donations.
- Artists may hold one reception at their own expense. Reception date must be approved in advance by the Library Director and Art Coordinator(s). Receptions may be held only during regular Library hours and must end at least one hour before closing time. No alcohol may be served at receptions.
- Damages to the premises, equipment, or furnishings or loss of Library materials as a result of exhibitor use will be charged to the individual or group exhibiting.

### **Exhibitor Agreement**

The artist's signature below acknowledges receipt, review, and agreement with the terms and conditions of the Lenox Library's Welles Gallery Exhibits Policy. All other Library policies also apply. The signer also certifies that he or she is authorized to make these representations on behalf of his or her organization.

Dates Art to Be Displayed:	
Artist Signature and Date:	
Art Coordinator Signature and Date:	