

Leverett Library Art Exhibit Policy

Adopted: April 14, 2003; Amended: October 8, 2003; December 15, 2004; May 11, 2005

Purpose. The Community Room of the Leverett Library is available as a public service to give people of all ages the greatest possible access to educational and cultural opportunities through meetings and enjoyment of works of art. Art exhibits in the Community Room provide a chance for artists and craftspeople to display their work within the limits of the space, with an understanding that the space is used regularly for meetings by people of all ages, including young children.

The Trustees of the Leverett Library have adopted this policy to address how works of art may be displayed in the Community Room.

The space. The Community Room is located within the Leverett Library on the first floor. The room is 630 square feet, has 39 linear feet of available wall space with a chair rail at three (3) feet from the floor, and picture rail molding at seven (7) feet from the floor. This leaves 44 inches of vertical space for hanging. It has no provisions (such as pedestals) for three-dimensional work. Because the Community Room is used simultaneously for art exhibits and for meetings by groups of all ages, including young children, no works may be displayed on tables or on the floor. Artists should hang work with a maximum horizontal dimension of 50 inches because windows break up the wall space. The space will accommodate approximately 20-24 pieces depending on whether work is hung one above the other and larger work can be hung in the hallway leading into the Community Room. We encourage you to view the space before planning an exhibit.

Who may display works of art. Applications for use of the Community Room to display art may be submitted by individuals, groups, nonprofit organizations and schools. One-person, group, or theme-based shows will be considered, with one person from a group to be designated as the contact person with the library exhibit committee.

Application review schedule. The Leverett Library Art Exhibit Committee, appointed by the Trustees of the Leverett Library, invites and reviews applications as they are received on a first come first served basis. Application materials will be reviewed within four weeks of application date and a written confirmation card with notation of show dates will be sent to the exhibitor upon approval of the exhibit.

Application. The Leverett Library Art Exhibit Application is attached to the Leverett Library Art Exhibit Policy, and is available at the library.

Period of display. Exhibits are scheduled for one month. Works of art should remain on display throughout the exhibit period. If a piece is removed before the exhibit period ends, it should be replaced upon removal by another piece. Art work should be hung on

the first day of the month and be taken down the last day of the month unless other arrangements are made with the library. If the library is closed on those days or the Community Room is reserved for the desired set-up time, contact the library to make other arrangements.

Waiver. The Trustees of the Leverett Library and the members of the Leverett Library Art Exhibit Committee are not responsible for the safety and care of works on display. Because the Community Room is not staffed, there is a risk in showing small pieces or in hanging artwork in the entry hallway.

Artist responsibility

Installation and removal. The artist, or designated contact person in the case of group exhibits, is responsible for installing and removing the exhibit at the agreed-upon time when the library is open and when the Community Room is not in use. If set-up and take down cannot occur during library hours, a library caretaker may be hired by the artist to open the building as per the policy for Community Room use. Hanging wire, chains, and “S” hooks are available at the library for hanging work. However, tools are limited so please come prepared. The library has a stepladder that may be used. Paintings, prints, drawings and photographs must be suitably framed and wired. No nails, thumbtacks, adhesives, or tape may be used directly on the walls. We suggest numbering work and displaying an accompanying information/price sheet. Artists causing damage from exhibiting works will repair the damage or reimburse the Leverett Library, as the Trustees of the library determine necessary.

List of works displayed. The artist must provide a list with the title, size, media and price of works to be exhibited, along with the artist’s name, address and telephone number to the Library Director no later than one week before the start of the show.

Public information. It is the artist’s responsibility to publicize art exhibits, check current library hours and events schedules for the Community Room when preparing publicity, and to include in any publicity that exhibits are not available for public viewing during meetings in the Community Room.

Donation: The Leverett Library suggests that exhibiting artists make a donation to the Leverett Library of 10% on the sale of works exhibited. The donation is payable to “Friends of the Library” with a notation on the check that it is from an exhibit at the library. The donation helps cover the expenses associated with showing works of art.

Art exhibit events. Artists wishing to hold an event in conjunction with their exhibits must abide by the Leverett Library Community Room Policy for that event. The policy is available at the library. The Leverett Community Room Policy includes these Regulations and Procedures of particular note when booking the Community Room for an event:

- Use of the room for an event must be scheduled in advance.
- Reservations may be made up to six (6) months before the event.

- The applicant must arrange for a Library Caretaker for coverage for after-hours events. The charge for a Library Caretaker is \$15 per hour.
- Events must end by 10 p.m.
- Alcohol and smoking are not allowed.
- Food and beverages are permitted in the Community Room only and not in the main part of the library.

LEVERETT LIBRARY ART EXHIBIT

APPLICATION GUIDELINES

How to Apply

Please include:

- Color photographs or color photocopies showing ten (10) examples of the type of work expected to be shown. Materials should be clearly labeled with artist's name, media, and dimensions of the work. Indicate the top of the artwork with an arrow.
- Typed résumé or biographical paragraph
- Brief description of the work to be exhibited
- A self-addressed stamped envelope of sufficient size and postage for the return of your materials, or provide a local telephone number and indicate that you want to pick them up in person

Please note:

- No handwritten statements or résumés will be accepted.
- Do not submit original artwork for review. Send photographs or photocopies only.
- Materials will not be returned unless you include an envelope with postage or provide a local telephone number to arrange to pick them up in person.
- The quality of your application materials has a direct effect on your chances of being considered for a show. Please keep this in mind when you prepare your application.
- The Library Art Exhibit Committee in conjunction with the Board of Trustees reserves the right to review all work written and visual to be displayed for suitability.

Leverett Library Art Exhibit Application

Name of Exhibitor: _____

Telephone (Day) _____ (Evening) _____

Address _____

Email _____

Medium _____

Your signature indicates that you have read and are in agreement with the terms and provisions of the Leverett Library Art Exhibit Policy.

Name (please print): _____

Signature: _____

Date: _____

Please return this completed application page along with the materials required in the Application Guidelines. Keep one copy of the application page for your records.

Send your submission to Leverett Library Art Exhibit Committee
 PO Box 250
 75 Montague Road
 Leverett MA 01054

Incomplete applications will not be accepted, and no applications will be accepted after the deadline.

If you have questions, please contact Lindsay Palermo, Chair, Leverett Library Art Exhibit Committee, 413-548-9485.