

# **STOUGHTON PUBLIC LIBRARY**

## **Art and Exhibit Policy and Guidelines**

Approved by Library Board 03-15-2023

### **I. Purpose**

It is the Policy of the Stoughton Public Library to encourage exhibitions and displays of paintings, photographs, and other art works as space permits. This policy reflects the Library Board of Trustees' belief that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the Stoughton area. The Library provides an attractive place where people may enjoy the work of neighbors and friends.

### **II. Description of Exhibit Space**

Artwork may be displayed on designated wall spaces and floor spaces that do not interfere with library services or traffic patterns. Requests to display artwork will be reviewed on a case-by-case basis by the Library Director. Exhibit spaces also include the Children's Department and Atrium.

### **III. Policy & Guidelines**

- A. All art exhibitions must be approved by the Director or designee who will exercise absolute curatorial discretion in determining whether a proposed exhibition is appropriate for a library setting
- B. We recommend proposals be submitted at least one month before the exhibition display date, and will be evaluated by the Director or designee.
- C. Upon approval from the Director or designee the artist will be contacted by them and shall work with the Director or designee regarding the schedule and design of the exhibition. Setup and take down of exhibitions is the responsibility of the artist. Artists may only use spaces designated by the Director or designee. Exhibitions may be cancelled or removed if they do not conform to this policy statement.
- D. It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times. Assistance will not be provided by Library staff.
- E. As a general rule exhibits will be displayed no longer than two months. Any exceptions must be agreed upon in advance.

- F. Art exhibits must contribute to and not detract from the general appearance of the library facility and must not interfere with the general operation of regular Library activities.
- G. No organization or individual shall be permitted to sell or advertise for sale any pieces of art in the Library, nor to place in the Library any receptacle for the purpose of soliciting donations. This restriction does not apply to the Friends of the Stoughton Public Library.
- H. Exhibitors may display and make available contact information such as business cards and small signs with artist contact information.
- I. The Library Director shall have the final decision on the content and arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the manner of display.
- J. The Library may publicize the exhibit on its website or social media pages.
- K. Materials exhibited in the Library do not represent the views of the Library administration or trustees and exhibition does not imply their endorsement.

#### **IV. Application for Exhibitions**

To request display time and space, artists shall fill out an Exhibition Proposal Form and submit it to the library director for review. Artists may email [storef@stolib.org](mailto:storef@stolib.org) or call 608-873-6281 and ask for the Adult Services Librarian or Library Director if they have questions about the form.

In addition to the proposal form, a short biographical piece, a description of the exhibit, and an artistic statement for the exhibition may be submitted. Such a statement could include a description of the artist's creative process, inspiration and medium. Please include least two images representative of the works to be exhibited (high-resolution, digital format) or a link to your social media or website.

#### **V. Review and Appeal**

Any group or individual who is refused permission to exhibit or who has other objections may appeal to the Library Board by filing an appeal in writing within ten days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

## **VI. Exhibitors' Responsibilities**

- A. The exhibitor shall plan the layout of the exhibit and discuss any special hanging or display needs with the Director or designee in advance.
- B. The exhibitor shall provide for the transportation, set-up, and take down of the exhibition. The Library will provide no assistance.
- C. The exhibitor shall take down the exhibition and remove works of art from the Library on the agreed date.

## **VII. Disclaimers**

- A. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited.
  
- B. All items placed in the Library are done so at the owner's risk. The Stoughton Public Library does not offer insurance coverage for works of art or other materials or items exhibited in the Library.

This Policy was created in November, 2015 and subsumes the former Exhibit Policy.

Revised: 11-20-19

Revised: 03-15-23

