



## **Art Exhibition Policy**

### **INTRODUCTION**

As part of the Plymouth Public Library Foundation (PPLF) mission to provide quality services and resources to the community in a variety of accessible formats, the PPLF provides space for the display and exhibit of art and other materials of an aesthetic, cultural and civic nature. The PPLF's Art Exhibitions are also intended to provide local talent with an opportunity to showcase their work in the community.

### **EXHIBITS**

The Plymouth Public Library Foundation accepts applications for exhibit space from groups and individuals residing in towns that are part of the Old Colony Library Network (26 public and 3 academic libraries located in South Eastern Massachusetts). Applications are reviewed by the PPLF Art Review Committee twice a year for acceptance. Bookings are made for the current or next calendar year based on a space available basis. Applications are reviewed in the order in which they are received. Selection to exhibit and assignment of space is made at the discretion of the Committee. Applicants who do not accept an assignment will go to the end of the queue for reconsideration. Applicants must wait a year from the date of their exhibit before submitting a request for another exhibit and will not be granted exhibit space if he/she was granted space in the prior 24 months unless space permits. Follow-up exhibits must not contain works previously exhibited at the Plymouth Public Library. Applicants will be allowed 3 exhibits in a 10-year period.

### **APPLICATIONS**

- Must be submitted on the form that is available in the Main Library Administrative office.
- Must include all requested information.
- Must include examples of the work for review. (We request no original art work be included as examples — photographs, DVDS, and links to websites are acceptable)

### **DISPLAY**

- Paintings, photographs and artwork must be framed and numerous enough for display in the space allocated.
- All materials displayed must be the artist's original work.

- No commercial exhibits
- While a primary purpose of exhibits is to provide a showcase for local talent, professional portrait photographers and artists are welcome to apply; the purpose of the exhibit, however, cannot solely be to attract new clients. Exhibits may be declined if they are determined to be of a commercial nature.

### **CONTENT**

- The content of an exhibit should be suitable for patrons of all ages and not of a nature that could discourage patrons from using The Library. The Director and/or her designee may remove any exhibit item at any time that it does not meet these content guidelines.
- The Director's interpretation of these regulations shall prevail subject to the final decision of the Board of Library Trustees.

### **SALE OF ARTWORK**

Exhibits may include printed materials provided by the exhibitor describing how displayed materials may be purchased and their cost. Such printed material should be neatly displayed and regularly stocked by the exhibitor. The library requires that 10% of proceeds be donated to The Library.

*Please note: Exhibitors or their agents may not transact any additional sale or commercial business on Library property.)*

### **RECEPTIONS/ROOM RESERVATIONS**

Receptions may be held in association with exhibits. As of this writing, the receptions must take place in the Otto Fehlow Room and/or areas designated by the PPLF staff. Room reservations for exhibit-related receptions and presentations must be booked in accordance with the Library's Meeting Room Policy. There is no meeting room charge for a reception or exhibit-related presentation.

### **PUBLICITY**

All publicity regarding the exhibit is solely the responsibility of the exhibitor and must not imply that the Plymouth Public Library or Plymouth Public Library Foundation has endorsed or otherwise recommended exhibited material. Mention of the Plymouth Public Library and/or PPLC in publicity must be limited to stating viewing dates, times and location. Any/all materials printed by the artist and/or exhibitor must be approved by the PPLC Art Review Committee.

### **LIABILITY**

Neither the Plymouth Public Library, Plymouth Public Library Foundation or the Town of Plymouth is liable for any damage, loss, disappearance or theft of any artwork, exhibit item or any other part of an exhibit or any financial damages or bodily harm caused by, or related to an exhibit. The exhibitor assumes all risks.

**COMPLIANCE**

The exhibitor or a responsible party representing the exhibitor must sign the application and assume responsibility for compliance with this policy. Penalties for non-compliance include, but are not limited to, immediate and permanent banning from exhibiting and/or payment for damages.

**ART AND EXHIBIT SPACE**

The attached Appendix A provides guidelines for the exhibitor.

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Signed by the Artist

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Dated