

JOHN CURTIS FREE LIBRARY EXHIBIT POLICY

The Board of Library Trustees encourages individuals, local non-profit organizations, and Town departments to exhibit. Exhibits may take the form of hanging art, crafts, collectibles, or books to be displayed in the library's large meeting room and glass showcases in the library. Exhibits generally run for one calendar month and must be free of charge and open to the public. The planning, scheduling and screening of exhibits for type, suitability and space requirements is the responsibility of the Director, reporting to the Board of Library Trustees. The Board reserves the right to deny use of the display space when it views such use to be impractical or inappropriate for the library. Exhibits presented in the library do not necessarily reflect the views of the library administration, trustees, or the Town of Hanover, nor do they imply their endorsement.

Library exhibits will receive first choice of dates followed by Hanover Town departments, Hanover residents, and residents of other Old Colony Library Network towns and cities. People from outside this geographic area may be given permission to display at the discretion of the Director and the Board of Trustees.

APPLICATIONS

Interested artists and exhibitors should contact Virginia Johnson, Library Director, at 781-826-2962 or via email at vjohnson@ocln.org.

Applications are available at the main circulation desk or on the website at <http://www.hanover-ma.gov/library>. Applications must be filed at least 30 days prior to the date of desired use. If possible, please include a listing of artwork to be displayed. The applicant will be advised of approval or refusal of the exhibit generally within 10 days of submission.

REGULATIONS

PLEASE NOTE: *Neither the John Curtis Free Library nor the Town of Hanover assumes any responsibility for loss or damage to any items on display, nor assume responsibility for the preservation or protection of any item on display. No insurance is supplied or inferred from the library or the town for exhibits. All exhibitors are strongly encouraged to seek out their own private insurance for the exhibit. All items placed in the library are done so at the owner's risk and generally exhibit areas are not monitored by staff. The Trustees or designee assumes no liability for injury to any person present on library property as the result of a permission given to any organization, Town department, or individual. Any person or entity that requests the right to display any exhibit specifically waives and releases the Town and all of its employees, volunteers, and agents from any and all potential liability and claims of any and all types.*

1. Exhibitors must use the library's hanging devices for art work; no additional fasteners of any kind may be attached to the walls of the library. Likewise, no signage may be affixed in any way to the library's walls. The Library Director must approve any exhibitor-provided lighting or other exhibit-enhancing material.
2. The exhibitor will assemble and dismantle displays during regular library hours unless other arrangements approved by the Director have been granted. Set-up will not begin prior to the first day of the scheduled exhibit month and dismantling not after the last exhibit date.

OTHER INFORMATION

1. The Library, as a courtesy to exhibitors, will include the exhibit in some of the standard library publicity. The exhibitor must supply the following information at least 45 days in advance of the start date of the exhibit: Exhibitor Name/Names, Title of the Exhibit, medium of the collection, and 3 to 5 sentences describing the collection and/or artist. Exhibitors may also contact the local media or promote the exhibits in other ways themselves and at their sole expense.
2. Exhibitors who wish to hold a reception may do so during regular library hours and when the meeting room is available. The costs associated with receptions including invitations, food, and beverages etc. are the responsibility of the exhibitor. No alcoholic beverages are permitted. Responsibility for signage, refreshments, set-up, and clean-up of a reception rests with the exhibitor. Any clean-up required by the library staff will be charged to the exhibitor.
3. Exhibitors may include prices if items are for sale. The artist should include his/her name and phone number, or business cards may be displayed on a table. Please note: library staff cannot be directly involved in sales.