

Milton Public Library

## Exhibit & Display Application

Please use the form below if you are interested in holding an exhibit at the Milton Public Library.

Applications may be made up to one year in advance and no less than one month in advance. Applicants should familiarize themselves with the library's exhibit space and exhibit panels. Applications must include images of examples of work to be displayed. These images may be physical submissions, a website showing the examples, or digital or online photographs. Applicants are responsible for arranging the return of their review material. Return to: Reference Department, Milton Public Library, 476 Canton Avenue, Milton, MA 02186. For questions, contact Jean Hlady, Adult Services Librarian or Will Adamczyk, Director, at (617) 698-5757.

### **Today's Date:**

Year      Month      Day

\_\_\_\_\_

**Applicant's Name or Group Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Previous Exhibits (include dates & locations):**

**Education/Training:** \_\_\_\_\_

**Awards/Prizes:** \_\_\_\_\_

**Description of Exhibit (include medium, theme & number of items to be displayed):**

\_\_\_\_\_  
\_\_\_\_\_

### **Waiver of Liability (please check yes if you agree to our policy):**

*I, the undersigned, have read and agree to abide by the library's complete Exhibit Policy. I understand that the Milton Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display at the Library are done so at the owner's risk.*

**YES** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**I would also like to schedule an opening reception:** \_\_\_\_\_ No      \_\_\_\_\_ Yes

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Review by the Library Director:

\_\_\_\_\_ Approved      \_\_\_\_\_ Declined

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Exhibit Installation Date:** \_\_\_\_\_

**Dismantling Date:** \_\_\_\_\_

**Reception Date:** \_\_\_\_\_

# Milton Public Library

## Exhibit & Display Policy

### Policy Statement

In keeping with its mission to enrich the community by connecting people to the world of ideas, information, and imagination, the Milton Public Library makes library exhibit and display space available without charge to community groups and individuals. The Library presents exhibits and displays of paintings, photography, sculpture and other art works, as well as documents, artifacts and other ephemera, with the purpose of providing educational and cultural enrichment and lifelong learning, promoting library resources, and to support the Library's role as a gathering place for all ages.

### Definitions

#### *Exhibits*

Exhibits generally include paintings, photography, sculpture and other art works, presented using the Library's space.

#### *Displays*

Displays generally include documents, artifacts, and ephemera, presented using the Library's locking glass display cases.

#### *Spaces*

- The Wotiz Gallery is located on the ground floor in the 1902 section of the building.
- The second floor Milton History Room gallery will give preference to local history displays, and to local community organizations.
- The Keys Community Room (lower level) will give preference to student art and art created by local school art programs. The Keys Community Room is a limited access space. Access to the lower level is only regularly available during Friends of the Library Book Store hours. Exhibits would be viewed during functions in the Keys Room. Primary viewing time would be during the exhibits' reception. Additional viewings can be made available with prior arrangement with the Library Director.
- Other open areas of library wall space in the basement lobby, Conference Room, and in the Children's room may be utilized at the discretion of the Library Director.

### Regulations

#### General

1. Applicants must fill out and sign an application form, which includes a waiver of liability, and be familiar with the Library's Exhibit and Display Policy.

2. Applications may be submitted up to one year in advance, and no less than one month in advance.
3. Images of examples of work to be displayed or a website showing the examples should be included with the Application. **Applications and the quality of the material to be displayed must be approved by the Library Director.**
4. Exhibitors must provide the Library with a description of the exhibit upon application, and a list of the title, size, media and the price of the work to be exhibited at the time of installation. This list will be the only method for posting prices or other sales information.

### **Selection & Scheduling of Exhibits/Displays**

5. Exhibits and displays must be of an educational, cultural, or civic nature. Exhibit/display space will be granted to qualified individuals or groups, with preference given to Milton residents and organizations, regardless of their beliefs or affiliations, provided the content of the exhibit/display is within the broad standards of community acceptability and is appropriate for all age groups, including children.
6. The Library Director, in consultation with the Library Exhibit Committee, shall have the authority to consider requests and to grant permission to set up exhibits and displays. The Committee, composed of selected Library staff, will review exhibit/display applications no less than twice a year.
7. Applications for use of exhibit/display space will be considered on a first come, first served basis and **are limited to one display per calendar year per group or organization in any of the library's exhibit spaces, with the exception of the Milton Historical Society's use of the Milton History Room gallery.**
  - **The exhibit/display space period for the Wotiz Gallery on the first floor is one (1) month.**
  - **The period for the Keys Community Room (lower level) is three (3) months (four quarterly exhibits per year are allowed: January, April, July, October).** Artists do not need to leave their work in place for 3 months in the Keys Community Room, but they have the option of displaying it for a 3-month period.
  - **The period for the Milton History Room gallery is for up to three months.** Displays do not need to be in place for the entire 3 months, but there is the option for the full time period.
8. The Library reserves the right to determine the schedule of exhibits/displays, including length and location. Exhibits in the Keys Community Room are subject to the area's restricted access as outlined in the definitions.
9. All exhibits and displays will be considered in terms of the Library's mission to provide educational enrichment. The following will also be considered when selecting and approving exhibits and displays:
  - Suitability of subject matter and physical presentation
  - Quality of the presentation
  - Local or regional interest

- Space requirements
  - Timeliness
  - Date of any previous display
10. Exhibits may not be primarily for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising. Religious proselytizing and partisan political recruitment are similarly prohibited; educational exhibits on these subjects are allowed.
  11. The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit/display for violation of this policy.
  12. In presenting exhibits and displays, the Library does not imply endorsement of the beliefs or viewpoints of their subject matter. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.
  13. Use of exhibit and display spaces for Library purposes takes precedence over other uses. On the rare occasion that the Library finds it must use its space unexpectedly for its own purposes, even though a non-Library exhibit/display has been previously scheduled, the Library will make every effort to schedule an alternate time for the exhibit/display. Potential exhibitors assume the risk that the Library may need to preempt an exhibit/display for its own purposes.

## **Installation**

14. The artist is responsible for hanging the show on the hardware available. Artists should familiarize themselves with the features and limitations of the gallery space before submitting an application. No nails, thumbtacks, adhesives, etc. may be used directly on the walls unless the Library Director has approved an exception.
15. Paintings, prints, drawings and photographs must be suitably framed and wired. Absolutely no nails, thumbtacks, adhesives, pushpins, etc. can be used on the walls. Labels may be adhered to the frame of the work, or applied to the walls only with "sticky tack" or 3M low-tack blue masking tape. Exhibitors will install and take down their own shows.
16. Exhibitors are responsible for installing and removing exhibits/displays on the dates agreed upon by the Library and the exhibitor, and for all measures necessary for installation and removal of exhibits/displays, including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies needed for same. Assistance will not be provided by Library staff; however, if Library-owned portable exhibit panels are used, library staff will have them set up in a fixed arrangement for the artist to use. If the artist does not need the panels, they can be removed from the gallery temporarily by staff, but they cannot be removed or rearranged without the consent of the Library Director. All exhibits/displays must be set up and removed with as little interference as possible to the daily operations of the Library. If the Library must take out an exhibit/display because it is not removed as scheduled by the exhibitor, the Library is not responsible for any damages. The Library will not provide storage for the property of organizations or individuals displaying in the Library.
17. Exhibitors are responsible for providing any necessary attendants for their exhibits. The Library does not provide staff to serve as attendants during an exhibit or reception.

18. Exhibitors agree to be responsible for and to pay for any and all damages to Library property including exhibit/display spaces, walls, floors, grounds, furniture and fixtures resulting from the installation or removal of an exhibit/display.
19. Exhibit photos, artwork, etc. must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrance, exit or elevator doors.
20. Each exhibit/display must contain an informative explanation to assist the general public in discerning the subject or purpose of the exhibit/display. This information may be provided by explanatory labels on individual items, in poster or sign form, or be contained within the exhibit/display itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit/display for members of the general public who may wish more information.

### **Publicity**

21. The Library will list exhibits and displays in its online calendar of events and its monthly newsletter. Additional publicity is the responsibility of the exhibitor except when the exhibit/display is co-sponsored by the library. Press releases or other promotion of the exhibit/display shall not imply endorsement of the viewpoints put forth in the exhibit/display.
22. Videotaping, cameras set up on tripods, television filming or interviewing arranged by the exhibitor is not allowed within the Library proper without the express advance written permission of the Library Director.
23. **Exhibitors may not schedule special openings or other events without the permission of the Library Director.** All arrangements must be approved by the Library Director at least two weeks prior to the planned event. The artist is responsible for creating and mailing reception invitations. Typically the artist supplies light refreshments. No alcoholic beverages may be served. The event must be open to the general public. All openings must also abide by the regulations stipulated in the Milton Public Library Meeting Room Use Policy.

### **Other**

24. No prices may be posted on items in an exhibit/display, except by approval of the Library Director, nor may an admission fee be charged. A price list may be placed in the exhibit/display area and transactions for the purchase of exhibit/display items shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. No exhibit/display material which is sold during its display in the Library may be removed before the end of the exhibition period. No sold signs may be posted but the artist may mark pieces sold using red dots.
25. The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the Library for exhibit/display are so placed at the owner's risk. The library does not insure any exhibits. Exhibitors may want to explore insurance options through their agents.
26. The Library Director shall have the final decision on the content and arrangement of all exhibits/displays and reserves the right to reject any part of an exhibit/display or to change the manner of display.

27. Complaints about this Exhibit & Display Policy or about the content of a particular exhibit/display should be addressed to the Library Director.

Approved by the Milton Public Library Board of Trustees, October 7, 2013