

## **Tewksbury Public Library Policy EXHIBITS**

### **PURPOSE:**

The Tewksbury Public Library invites local organizations and residents to submit exhibits of local, cultural, artistic, or educational interest for temporary display within the library. The library offers a variety of locations and systems for exhibits and displays. It is understood that not all visitors will like every exhibit in the building, but we endeavor to provide a variety of themes and artistic styles for educational purposes.

### **POLICY:**

1. Exhibits are arranged at the discretion of the Library Director, or designee, as space and circumstance permit.
  - a. Completed applications must be received before the exhibit is approved for display.
  - b. Please note, the library also uses these exhibit spaces and that the library's need for exhibit space takes precedence over public requests to use such areas.
  - c. Areas available for exhibit currently include the first and second floor art hanging systems, glassed display cabinets, and other spaces depending on the volume and style of items for exhibit.
2. The Tewksbury Public Library reminds potential exhibitors that the library is a public space where all people, of all ages, are welcome.
  - a. Exhibits should be suitable for viewing by all ages.
  - b. The Tewksbury Public Library Director and Trustees reserve the right to prohibit the display of art or artifacts that, in their estimation, are not suitable for a general audience.
3. Exhibits must conform to the space restrictions of the display areas provided.
  - a. The library will not provide storage for the property of the exhibitor.
  - b. The group or individual exhibiting is responsible for installing and removing the items for exhibit.
  - c. Installation is permitted during library open hours and must be scheduled with the Library Director/designee.
  - d. Exhibits will be kept on display for a maximum of 4 weeks, unless special arrangements have been made in advance.
  - e. An 8.5"x11" sign with the name of the organization or individual responsible for the display is required upon installation of the exhibit.
4. The fact that an organization or individual is permitted to exhibit at the library does not in any way constitute endorsement by the employees of the Tewksbury Public Library, the Board of Library Trustees, or the Town of Tewksbury.
5. The library makes reasonable efforts to safeguard an exhibitor's work, but is not responsible for loss of or damage to any piece of art or collection being exhibited.

Policy voted and adopted on: March 7, 2012

Policy last reviewed and amended on: May 9, 2023, December 12/2021

## **Tewksbury Public Library Policy**

### **EXHIBITS**

- a. Individuals must complete an application and release form that releases the Tewksbury Public Library, the library Board of Trustees, and the Town of Tewksbury from any responsibility for loss or damage to works on display.
6. The library does not act as a sales agent for the artist.
  - a. Artistic works for sale must be purchased directly from the artist.
  - b. If an artist wishes to sell their art, they should make contact information and price available using either a notebook, a list or a small note card with the pieces that are available.
  - c. Large “for sale” signs are not allowed and will be removed.
7. An exhibit application/release form is available through the library website or by calling or visiting the library.

**Tewksbury Public Library Policy  
EXHIBITS**

**Exhibit Application and Release Form**

**Please note:**

All display and exhibit areas may not be available at all times.

**Please complete and return to:**

Robert Hayes, rhayes@tewksburypl.org, 978-640-4490

OR

Nicole Goolishian, [ngoolishian@tewksburypl.org](mailto:ngoolishian@tewksburypl.org), 978-640-4490

Type of Exhibit: Collection to Display      Art Exhibit

Title of Exhibit: \_\_\_\_\_

Description of Exhibit: \_\_\_\_\_

\_\_\_\_\_

Number of pieces to exhibit: \_\_\_\_\_

When would you like to exhibit? \_\_\_\_\_

Your Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*[ ] I understand that the Tewksbury Public Library, The Library Board of Trustees, and the Town of Tewksbury are not responsible or liable for any loss or damage to my collection exhibited at the Library.*

*[ ] I have read and agree to the Exhibit Policy attached to this form.*

*[ ] Yes   [ ] No   I allow the Tewksbury Public Library to post images of my exhibit on library social media in order to promote the exhibit.*

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

*For Office Use Only*

Staff Member who Approved Application:

Date collection went on display:

Date collection will come off display:

Policy voted and adopted on: March 7, 2012

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