

Kellogg-Hubbard Library

Rules for Exhibiting Art at the Library

The Kellogg-Hubbard Library provides art exhibit spaces for local artists to display their work. Exhibit spaces are available to artists on equal terms regardless of opinion or affiliation; however, art displayed must be suitable for a public library display area open to adults and children of all ages. The Library neither sponsors nor endorses the views of any individual using the exhibit and display spaces.

GENERAL GUIDELINES

- Artists must apply to reserve Library exhibit space. Artists who live or work in our member towns will be given priority. Approval is the responsibility of designated Library staff.
- Art involving noise, music, or art-making is not permitted.
- Library administrators make the final decision on the appropriateness of exhibits. All or part of an exhibit may be removed at their discretion.
- The Library is not responsible for any loss, theft, injury, or damage that may occur while works are on exhibit. Artists must sign a waiver of liability as part of the application process.
- Exhibits are scheduled for approximately one calendar month. Only Library administrators can approve exceptions.
- The artist is responsible for any damage caused to the exhibit space as a result of their exhibit.
- Artists in violation of the rules for exhibiting art at the Library may be barred from future exhibits or have their exhibit removed at the discretion of Library administrators.

EXHIBIT SPACES

- **Children's Library** – located on the 2nd floor of the Library. The room can accommodate art up to 48" by 48". This space is reserved for art by children or for children.
- **Karen Kitzmiller Room** – located on the 2nd floor of the Library, this room can accommodate art up to 48" by 48" in some areas and 18" x 48" in all areas.
- **Glass-fronted Display Cabinet** – located on the 1st floor of the Library near the main desk, this cabinet can accommodate a small display of multimedia art.

SETUP

- The artist is responsible for installing and removing works and may only do so during regular Library hours.
- The artist must display their work in a manner that will not damage Library walls. All art must be suitably prepared and ready for hanging.
- The artist may only use Scotch Magic Tape to adhere labels to Library walls. The Library can supply the tape if required.
- The artist may not move Library furniture to accommodate artwork.
- Library staff are not available to assist with exhibits or receptions.

- The artist must remove their exhibit by their scheduled removal date.

PUBLICITY

- The artist will produce a sign, biography and brief description of the exhibit for display that can be printed on 8 ½ x 11 inch paper or cardstock. Please note only text and jpg files (not PDFs) can be included on the library website and newsletter.
- The Library will include information about the exhibit in their monthly events brochure and other Library events publicity areas.

SALES

- Artists are allowed to exhibit art “for sale”.
- Donations to the Kellogg-Hubbard Library from artists who sell work on exhibit at the Library are gratefully accepted. The suggested donation is a minimum of 10% of sales.

RECEPTIONS

- Artists wishing to host a reception may use the established meeting room scheduling process. For more information about booking a space at the Library, please use the reservation form you will find on the Library website. Meeting spaces at the Library book quickly – we cannot guarantee space will be available to all artists.
- The artist is responsible for signage, refreshments, set up and clean-up of their reception. Library staff are not available for assistance with receptions. Alcohol may not be served.