HARMONY LIBRARY & GLOCESTER MANTON LIBRARY

EXHIBIT POLICY AND GUIDELINES

The Glocester Libraries offer exhibition/display space in keeping with their shared mission to provide the Glocester community with materials, programs, and services that promote learning and cultural enrichment, free and open to all.

Exhibit Policy

Individuals and organizations are invited to provide temporary exhibits of arts, crafts, and collectible for the Libraries' exhibit cases and for the exhibit areas for hanging art.

The Libraries reserve the right to screen potential exhibits for type, suitability, quality and space requirements. The planning, scheduling and screening for exhibits shall be the responsibility of the Adult Services Librarian and the Director.

The Libraries shall not be responsible for loss, theft or damage to exhibit materials while on the premises. Exhibitors shall be required to sign a release form. No tape or other adhesives may be used on the exhibit wall or anywhere on the display case.

The Libraries' staffs may not participate in the sale of exhibit materials; no money shall be collected on the premises. The staff shall provide contact information, if the exhibitor shall have provided it, to individuals interested in purchasing materials. Selling prices may not be affixed to art or other objects on display, but exhibitors may leave a price list at the circulation desk.

There shall be no charge to the exhibitor or to the public for any exhibit.

Exhibit Guidelines

Displays are booked for one-month periods. If you are interested in scheduling an exhibit at either library, please visit the library of interest and ask to see the display areas and schedule.

There are two display options on the libraries' main floor available to exhibitors. These exist as a public service to the community. Items displayed do not have to be of highly professional quality, but they should be appropriate for all ages to enjoy in the highly public setting of Glocester libraries.

The Harmony Library has a locked display case at the entrance of the library. This case measures 19" deep, 42 " high, and 79" wide. Glocester Manton has two display cases at the entrance of the library. Both cases measure 18" deep, 54" high, and 38" wide. Harmony Library

allows art work to be hung for display in the Community Room. Glocester Manton allows art work to be hung throughout the adult area on the walls between windows and shelving. At both libraries, artwork is to be hung from the molding using hooks provided by the library.

Exhibits are placed at either library for one month. They must go up on or after the first of the month and are to be taken down on or before the last day of the month in which they are scheduled. Please be aware that it is the exhibitor's responsibility to physically put his or her exhibit into place. A ladder will be available for use for wall exhibits. Exhibitors hanging art on the walls need to have eye hooks, wire or clear fishing line on the back of each art piece to hang their work from the hooks provided by the libraries.

Library exhibits are put in place strictly for the enjoyment of the public, not as commercial advertisements. Business flyers are not to be displayed, although the artist's biography may mention a place of business, and all exhibitors may give contact phone number where they can be reached.

Exhibitors are welcome to leave a price list at the Circulation Desk. Prices are not to be posted at any display site.

Press releases describing the exhibit will be sent by the library to area papers. To facilitate the writing of this press release, the exhibitor should plan on providing a paragraph describing exactly what the viewer will see when they visit the exhibit and a brief biographical description of the artist(s) responsible for the display.

The library must receive press release information ***two months before your exhibit.*** If you are registering closer to the time of your exhibit, please provide this information as soon as possible. Press release information must be at the library at least two weeks before the display goes up.