

West Hartford Public Library

POLICY MANUAL

Title: Art Gallery Exhibit Policy

Revised by the West Hartford Library Board, Oct 24, 2016

1. The purpose of the gallery of the West Hartford Public Library is to present exhibits in all media that would serve to stimulate the appreciation and knowledge of art in the West Hartford community. Priority will be given to local and Connecticut artists.
2. Artists interested in exhibiting their work should submit or make available high resolution digital files (jpg), photographs, artist's gallery website address and/or examples of representative work. Also please provide an artist's bio including all art related education and list of prior exhibitions. Responsibility for acceptance or rejection of collections and individual works for exhibit rests with the Library Director.
3. The artist will work with library staff in placing the artwork to develop an effective exhibit. The actual hanging and removal of the exhibit will be the responsibility of the artist. All work must be properly framed and ready to hang. Any artwork that is not suitably framed may be refused for exhibit.
4. The artist will keep the work on display for the complete period as scheduled and will remove the exhibit promptly at its completion. The library shall not be held responsible for artwork that is not removed by the designated date.
5. The artist will provide a complete list of the works on exhibit along with the price and/or value of each item. The town provides limited insurance protection.
6. The library reserves the right to publicize the exhibit and related events. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. Copies of any promotional materials created by the artist must be provided to the library for approval.
7. Library staff are not authorized to act as agents in the sale of art displayed in the gallery. Contact information should be provided by the artist and made available in the gallery for direct pricing/purchase inquiries.
8. Artists are invited to host/sponsor an opening reception; all costs associated with a Reception (including invitations, food, and beverages) will be borne by the artist. Refreshments are limited to cold/nonalcoholic beverages, finger foods i.e. cookies, pastries. No electricity will be provided. Receptions will be limited to two hours. Receptions will only be scheduled with approval of the library and will be open to the public.
9. The Library Director may establish agreements with local artists groups or individuals to manage aspects of the gallery in accordance with the library's best interest.