

**Art Gallery Exhibit Policy
Lincoln Public Library
Lincoln, Massachusetts**

Introduction: The Lincoln Public Library (“LPL” or “Library”) abides by the American Library Association’s Bill of Rights, namely, that libraries “*should make {exhibit spaces} available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.*” To encourage use of LPL’s collections and facilities, LPL seeks to give artists, civic and school groups the opportunity to share their work and to enrich Lincoln’s cultural life.

The Lincoln Public Library’s Art & Exhibit Committee (“Committee”): The Library Director determines in her sole and absolute discretion what exhibits shall be displayed and the length of time that each exhibition will be on display at the LPL. In order to assist the Library Director in the exercise of this function, the Library Director hereby creates an Art & Exhibit Committee (“Committee”), which shall consist of five members: the Library Director and/or her designee, one member of the Library Board of Trustees, who shall be appointed by the Board of Trustees, and three members of the local arts community, who shall be appointed by the Library Director.

- The artist members shall serve for three years, in staggered terms, with one member appointed each year by the Library Director.
- The Committee will meet periodically during each year in order to choose exhibits for display and to assign dates to artists for showing.
- The Committee will publish the date(s) by which it must receive submittals.
- Committee members will not be eligible to exhibit during their term.

Selection Criteria: The Committee recommends to the Library Director whether a proposed exhibit is of appropriate quality, scale and content to be displayed in a public library open to patrons of all ages, races, religions, and ethnicities. In presenting an exhibit, the LPL does not endorse the opinions or viewpoints of the artist or of his/her exhibit.

- Commonwealth laws applicable to public buildings direct that exhibits for the purpose of political fundraising or that are deemed by the Committee to be obscene, offensive, or inappropriate given the use of the Library by members of the public, including minors, will not be eligible.
- The Committee recommends exhibits based upon (1) artistic quality, (2) achieving diversity in the menu of exhibits for the year, and (3) particular relevance of exhibit to Lincoln. There is no appeal of the Committee's recommendation or the Library Director's decision.
- All work must be original. Giclee reproductions of original work will not be accepted. Giclee printed photographs and limited edition reproductions are accepted.
- The submitting artist must be available to exhibit for one of at least seven months of the year being requested. The Library Director will determine the month of the exhibit. That decision is not negotiable.

Local Preference: Preference is given to Lincoln residents or employees, organizations serving the Lincoln community, and, on a case-by-case basis, former residents of Lincoln, followed by and limited to exhibitors who live in towns geographically contiguous to Lincoln, e.g. Bedford, Concord, Lexington, Sudbury, Waltham, Wayland, and Weston (in no particular order). An artist who agrees to an exhibit for a particular month but then cancels may, at the Library Director's discretion, be barred from future exhibits.

Exhibit Duration: Exhibits will be on display for approximately four weeks. It is the responsibility of the exhibitor to take down and remove her/his exhibit in a timely manner. The Library Director or designee will attempt to notify the exhibitor of the need to remove the exhibitor's works of art, but shall not have a duty to do so.

Group Shows: Group shows will be included from time to time for special categories, which include Lincoln students, senior citizens, and artists whose work has not been accepted for an individual show. For a group to be accepted, each member's work must

be included in the single packet submitted to the Committee. Designated months for group exhibits: The Carroll School and the Lincoln Public School exhibit during alternating Aprils. The Lincoln Parks and Recreation's Open Studio and the Library's Photo Share group exhibit alternating Octobers.

Frequency: An artist may exhibit once every three years.

Publicity: Except to include the artist's name on its homepage and in its seasonal mailings, the LPL will not publicize an exhibitor or the exhibit. Publicity is the responsibility of the artist. Before releasing publicity, the artist must submit it to the Library Director in a timely fashion for review and possible editing in order to assure that the proposed publicity does not imply endorsement by the Library of the exhibit's artistic, social, or political points of view. Invitational postcards must also be approved prior to mailing.

Receptions & Openings: Once an exhibitor's work has been accepted and a show has been scheduled, s/he may plan an opening reception in conjunction with the Library's calendar. The artist is responsible for all costs, including refreshments, invitations, and cleanup.

Installation of Art Work: The artist must provide the LPL with the name and contact information of the person who will be responsible for hanging and removing the exhibit. The artist must coordinate dates for hanging and removing an exhibit through the Office of the Library Director. Setting up and dismantling must take place during regular library hours. A member of the Committee or Library staff will make him/herself available to advise on installation.

Library Staff will not assist with hanging or removing exhibits. Nothing may be adhered or applied directly to walls using hooks, nails, or other fasteners. The artist is responsible for damage to LPL walls.

Sale of Art: The Library does not engage in sales or referral for sales. The exhibitor may arrange for indirect sales by displaying contact information on the small table provided with a price list keyed to numbers affixed to the exhibits for sale. The Library takes no commission for work sold. Prices may not be attached directly to or shown on the exhibit.

Application: Application forms are available in hardcopy from the LPL or on the Library's website. A complete application consists of the following:

- Digital images, photographs, DVD's, CD's, website, or samples of the exhibits proposed.
- A résumé or artistic statement about the exhibitor's work, including name, contact information, email address, street address, phone number and date, if any, of previous showings at the Library.
- List of the seven months in the following year the exhibitor can show.
- Name and contact information for the installer of the exhibit.
- A signed Release and Indemnification Agreement for Art Exhibitions.

Responsibility for Loss or Damage: The Library is not responsible for loss or damage to the artist's work or any damages caused by the artist's work. The Library's Director must receive a signed Release and Indemnification Agreement for Art Exhibitions prior to installation. Exhibiting artists assume full responsibility for loss or damage to their work and any damages to the Library or any persons on the Library premises caused by the artist's work.

Approved by Lincoln's Town Counsel on 7/7/2016.
Approved by the Trustees on 7/26/2016