

MALDEN PUBLIC LIBRARY

ART EXHIBIT POLICY

The Library encourages exhibitions and displays of paintings, photographs and sculpture ("art works") for civic, cultural, educational and recreational purposes. Exhibit and display space is made available on an equitable basis to local, qualified individuals or groups with respect to art works that best meet the standards for acceptance. Displaying artwork in the library enhances the library's environment for patrons and helps to promote local art and artists.

The Library reserves the right to review all materials to be displayed in advance. The Library reserves the right to make final decisions on the content and scheduling of all Art Exhibits.

1. Library sponsored or cosponsored exhibits take precedence over other exhibits at all times and the library reserves the right, without notice, to reschedule or cancel the use of the display areas by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes. The Library reserves the right to remove any material for any reason and hold for pickup.
2. The Library does not charge for the use of display and exhibition space.
3. The Library does not endorse content nor employ agreement or disagreement with the beliefs of viewpoints expressed in the exhibits and displays.
4. The Library does not accept responsibility for ensuring that all points of view are represented in any single display.
5. No display or exhibit space may be used for commercial purposes.
6. Exhibits and displays should be appropriate in scale, material, form and content for the Library environment.
7. All work must be original. Giclee reproductions of original work will not be accepted.
8. Artists must be available to display their artwork in 3 out of the 5 months of the application round.
9. The Library discourages material that would be deemed to be of a harassing or offensive nature.
10. Press releases and other promotional materials regarding the exhibit shall not imply endorsement by the Library of the viewpoints put forth in the exhibit.
11. Publicity shall be approved by the Library prior to distribution.
12. All exhibitors must sign the "Release and Indemnification agreement" prior to the installation of the exhibit.
13. The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of this policy.

Responsibilities

1. Individuals or groups desiring to use Library exhibition space must be reserved in advance. Exhibitors will submit a completed Application Form and prior to hanging, Release and Indemnification Agreement.
2. The City of Malden does not hold insurance for artwork on exhibit and is not responsible for loss of or damage to any of the artists' work.
3. The artist is able to tour the Library prior to applying so they are familiar with size limitations.
4. Exhibitors must adhere to the schedule of dates and times established for setting up and taking down artwork. Art exhibits are scheduled in one-month increments. Artists must be prepared to hang their exhibits, the month they are assigned, within the first two days of the month the Library is open. All artwork included in the exhibit must remain hanging for the duration of the show. Library Staff will not assist with hanging or removing exhibits.
5. Exhibits must be removed no earlier than the second to last day, and no later than the last day of the month, that the Library is open. The Library has no space to store any artwork. Artwork must be removed from the buildings immediately after the exhibit is dismantled.
6. Exhibit materials not removed from the Library within 60 days of the close of an exhibit may be disposed of by the Library.
7. Artwork must be ready to hang with two-dimensional work having proper matting and/or framing.
8. The artist or artist's representative is responsible for both hanging and taking down the exhibit.
9. The Library provides supplies for hanging. No additional hooks, nails, glue, tape, or other fasteners or adhesives may be used to attach art to the walls.
10. Artists may host a public reception in one of the meeting rooms during public hours, in accordance with the Meeting Room Policy. Costs associated with receptions (including invitations, food, and beverages) are the responsibility of the artist. No alcoholic beverages are permitted.
11. Artists wishing to host a lecture or demonstration during the show must book a meeting room for that purpose.
12. The Malden Public Library will submit basic monthly press releases and website listings. Artists may create and distribute their own postcards or invitations to receptions.
13. The Malden Public Library is not responsible for loss or damage to any art works being exhibited or displayed. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to art works being exhibited or displayed in the Library.
14. The Artist may apply a number on the frame of each work. If you choose to provide an artist statement, the library will copy it for you to make it available at the Information Desk. The exhibitor may leave a telephone number to arrange for sales. Prices may not be attached to the artwork. The Library cannot engage in sales or referral for sales.