

## **WESTHAMPTON PUBLIC LIBRARY**

### **Community Room Exhibit Policy and Application**

The Community Room is designed to provide opportunities for local artists to show their work to the public. The Westhampton Public Library Trustees consider the exhibits as part of the cultural and educational mission of the library. The space is curated and scheduled by the Art Exhibit Committee including representatives from the Library Trustees, Friends of the Westhampton Public Library, and the Westhampton Community. The committee is appointed by the Library Trustees. Currently, the Community Room has wall-hanging space only available. Artists do have the option of using a glass display case outside of the community room which is best for displaying smaller items.

#### **Facts and Policies:**

**Scheduling:** Applicants for exhibits are accepted at any time. The committee will meet as needed to schedule exhibits. Generally, exhibits run for one month.

**Hanging:** The total wall space is about 34 linear feet. Artists are responsible for hanging and taking down their exhibits. Professional presentation is expected. Generally someone from the Art Exhibit Committee should be available to assist in the hanging of the show. A rod display system is suspended from molding that is fixed at 9 feet from the floor is in place for use. Artists must use the hanging system provided. No holes may be put into the walls. Push pins or adhesives may not be used. Labels should be placed on works of art only. No item heavier than what can be safely held by the hanging system may be displayed. All items must be framed with wires for hanging.

**Sales and Fees:** There is no charge for the use of the space. Artists who wish to sell their work should provide a separate sheet with numbered art pieces and a corresponding price list, as well as contact information. Potential buyers will contact the artist directly. If works are sold, a donation of 15% of the proceeds to the Friends of the Westhampton Public Library is requested.

**Publicity:** It is the artist's responsibility to publicize art exhibits, send out announcements/invitations, and/or provide for an opening reception at their own expense. If artists are interested in hosting a reception, the library requests the artist contact them at least one month prior to their exhibition to schedule a date. We refer you to the Community Room Usage Policy for planning and booking your own "non-library sponsored" event.

Library staff may photograph displays in order to maintain a record of the art that has been displayed. If you receive press coverage, interviews, reviews, etc. in local newspapers, please give copies of the clippings to the librarian for our files.

**Waiver:** The Town of Westhampton, the Trustees of the Westhampton Public Library, and the members of the Westhampton Art Exhibit Committee may not be held responsible for the safety and care of works on display.

**Limitations:** The display area of our public library is open to adults and children of all ages and sensibilities. Displays should be "family-friendly." The Art Exhibit Committee reserves the right to remove any works that they judge as inconsistent with family viewing. Thank you in advance for your cooperation in this matter.

**Westhampton Public Library Community Room  
Application for Exhibit**

**Please read exhibitor information before applying. Please fill out form completely and submit to:**

Westhampton Public Library  
Attn: Westhampton Library Art Exhibit Committee  
1 North Road  
Westhampton, MA 01027

Name of Applicant \_\_\_\_\_

Applicant's Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address \_\_\_\_\_

Dates (month/year) most preferred for exhibit \_\_\_\_\_

Brief description of proposed exhibit (include medium, e.g. oil painting, photography, textiles; and include subject, e.g. landscape, portrait, abstract; and any other relevant information):

Your work must be reviewed as part of the application process. You may choose one of the following options. Please check your choice and include relevant materials.

\_\_\_ Send photos with SASE representing either the work you plan to show or typical examples of your work. For each piece, indicate the title (if there is one), the size, and the medium. A CD with photos of your work is also acceptable as is a link to a website with photos of your work. A resume or other descriptive and/or biographical information is optional. Do not send originals. Web site: \_\_\_\_\_

\_\_\_ Request an appointment to have your work reviewed. We will contact you to schedule a time. This option is recommended if you have never seen the gallery space or if photos do not represent your work adequately.

If your work is accepted to be displayed in the community room, would you:

Like the use of a glass display case outside of the community room (good for smaller items) Yes No

Like to hold a reception at the library? Yes No  
(if yes, please contact the library at least one month prior to your exhibition date)

*I have read and understand the Westhampton Public Library Community Room Exhibit Policy and agree to comply with its guidelines. I understand the Westhampton Public Library accepts no responsibility for possible damage or theft of any item displayed and that all items are placed on display at the owner's risk.*

Signed \_\_\_\_\_ Date \_\_\_\_\_