

Exhibiting your art at Acton Memorial Library

These art exhibition rules aim to establish guidelines for the display and management of artwork within the library.

Once an exhibit has been selected for display by the Art Committee, the artist must abide by the following requirements:

Installation and Removal

The artist is responsible for the installation and removal of their exhibit. A library staff member will reach out to the artist to schedule a time. The art cannot be displayed using any means that will damage the library walls or other surfaces.

While the Art Committee works closely with the artists when hanging art (keeping in mind the Book Sale and other programs), in rare instances, the Library may request that an artist remove an already installed exhibit ahead of schedule.

Signage

The artist will provide a poster that announces and describes the exhibition. The poster sits in the lobby on an easel.

The artist can also provide labels (up to 4x6), which stick onto the chair rail under each work. The label can include the following information:

- Name of the artist (for group exhibitions)
- Title of the work
- Dimensions
- Techniques or materials employed
- Year it was made
- Price (if applicable)

The artist may provide a small notebook so viewers can make comments.

The artist may also provide the following:

- A price list that will sit on the table in the meeting room.
- Cards with contact information.

Promoting your exhibit

The Art Committee requests, but does not require, that artists present a talk during their exhibition time.

The library staff will promote the exhibition through all social media outlets; including the Acton Exchange and Action Unlimited.

The artists may also use their own network to promote the exhibit.

Artists may coordinate with library staff for a time to hold an artist's reception. Staff will advertise a reception through the usual social media channels, but the artist is responsible for any costs (such as food and drink, napkins, plates, and so on). **Note that alcohol cannot be served at the library.**

Sale of Artwork

Library staff cannot engage in sales or referral for sales. Exhibitors may provide a price list for the exhibited works and contact information for potential buyers to contact them. Any work that is sold during the exhibition period must remain on exhibit throughout the designated period.

Indemnification

The Acton Libraries do not charge for the use of the display space, and takes no commission from any sales. The Library carries no insurance on its content and cannot accept responsibility for the theft or damage to any property accepted on loan from the artist.

Sign and date:
