

## 740.00

### Art Exhibits

To accept the revised Art Exhibits Policies and Procedures:

The Library encourages exhibitions and displays of paintings, photographs, sculpture and other art works and crafts ("art works") for civic, cultural, educational and recreational purposes. Exhibit and display space is made available on an equitable basis to qualified individuals or groups with respect to art works that best meet the standards for acceptance.

The Library Director, as the delegate of the Library Board of Trustees, has the supervisory authority over the use of Library space for art exhibit purposes, including what particular space may be used and for what period of time. Acceptability of an art exhibit is at the discretion of the Library Director, whose decisions may be appealed to the Library Trustees.

The Library Director works with a Committee on Art Exhibits that recommends the selection and scheduling of artists' exhibitions for the Library. All requests by applicants for art exhibit space shall be made to the Committee. Application procedures are available upon request. All such applicants shall sign an Application Form for Use of Exhibit Space as prepared and from time to time amended by the Library Director.

The Committee's recommendation will be based on the Committee's evaluation of the quality level of the proposed exhibit as a work of art, and on the relative need or desirability (or lack thereof) of achieving more (or less) diversity in the menu of Library exhibits for the cycle. Additional credit will be extended when the applicant is a resident of Winchester and also, but to a lesser extent, when the applicant is a member of a Winchester art association or organization.

As noted, acceptability of a proposed exhibit is at the discretion of the Library Director. In exercising such discretion, the Director will consider, in addition to the criteria used by the Committee, the degree to which the proposed exhibit furthers the best interests of the community, the relative degree of public interest in the subject matter of the proposed exhibit, its relative importance as a record or reflection of the times or the community, and the degree to which the exhibit will be responsive to and consistent with the policies of the Library Board of Trustees, including the Library's Mission Statement, Goals and Objectives, and Collection Development Policy. This procedure includes adherence to the statement in the American Library Association's Bill of Rights that libraries "should make [exhibit spaces] available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." In presenting exhibits, the Library does not imply endorsement of the opinions or viewpoints of the artist.

An artist whose work is accepted for exhibition may, discreetly, indicate which works, if any, are for sale and, in order to arrange sales, display the artist's name and telephone number. A recommended procedure is the use of a typed price list keyed to numbers attached to the art works. The Library does not engage in or arrange sales.

In the event that an applicant's request for exhibit space is recommended by the Committee but not approved by the Library Director, the applicant may, within seven (7) days file with the Library Director a written appeal to the Library's Board of Trustees. The appeal must be presented in person by the applicant and shall be heard by the Board within thirty (30) days from the filing of the appeal on a date designated by the Board. The sole question on appeal shall be whether the Library Director abused his or her discretion in arriving at the decision not to accept the proposed exhibit.

The 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.

The Library Director or the Director's designee will facilitate publicity about an exhibit with local newspapers. If press releases are to be used by the exhibitor, they shall first be provided to the Library Director in a timely manner, who will, after review, forward them to the local papers and to the Boston Globe calendar pages.

Press releases and other methods of promotion of an art works exhibit in the Library will be subject to review and possible editing by the Library Director to assure that they do not imply endorsement by the Library of artistic, social or political viewpoints, if any, allegedly associated with the exhibit.

(February 27, 2001)

#### **740.10 Application for use of exhibit space**

To accept the following revised Application Form for Use of Exhibit Space: (February 27, 2001)

#### **COMMITTEE ON ART EXHIBITS IN THE LIBRARY SELECTION PROCEDURES**

Proposed art exhibits will be juried by a Committee on Art Exhibits. The Committee will include 7 - 9 people who will each serve for a term of one to three consecutive years, not to exceed three consecutive terms. Terms may be staggered to provide continuity on the Committee. The Committee will include:

- 2 -3 representatives of the Library - Trustees and/or Friends of the Library
- 3 - 4 Winchester artists
- 1 representative of a Winchester art organization
- 1 representative of the Winchester Public Library Staff

The Library Director will serve *ex-officio* as a permanent member of the Committee. The Committee will elect a Chair who will work with the Library Director to facilitate the exhibit process.

Committee members will not be eligible to exhibit in the Library as individual artists during their term(s) on the selection Committee. One month in each cycle will be set aside for a group exhibit of the Committee of Jurors' work.

The Committee will meet as needed each year, and review all proposals for the next cycle. The Committee may schedule exhibits as far as 16 months in advance, in order to ensure an uninterrupted schedule.

Artists' proposals will be submitted to the Library. Artists will submit application forms and 8 to 12 photographs of their work and one representative piece.

The Committee will meet as a group, review the proposals and select the artists who will be scheduled for the following cycle.

In reaching its decision, the Committee will make an effort to include a variety of media, subject matter, and style. Group shows will be included from time to time, for special categories.

These include Winchester students, senior citizens, and artists whose work has not been accepted for an individual show. At least one month per year will be set aside for a special category exhibit.

Designated months for group exhibits are:

March: Winchester Artist Network

August: Jenks Center Artists

September and October: Winchester Schools Student Work

Final month of a cycle: The Juror's Artwork

The Chair, or a designated artist representative, will serve as a contact to answer questions from potential artist exhibitors. Following the meeting, Committee members will telephone artists who submitted proposals and inform them of their status.

A goal of Library art exhibition is to provide space for a broad range of Winchester and area artists. Therefore, artists who are selected to exhibit their work in one exhibit cycle will not be eligible for consideration in the next immediate exhibit cycle. An artist who agrees to an exhibit but then cancels may, at the Library Director's Discretion, be barred from future exhibits.

The Library Director is responsible for producing the final calendar for exhibits. Artists will be instructed to contact the Director for information regarding their exhibits, including hanging and removal of their work.

Publicity about the annual jury date will be coordinated between the Committee Chair and the

Library Director. The Director is responsible for newspaper and flier announcements of the jury date.

General information about the jury process and exhibit policy will be available in the Library's Administrative Office throughout the year. Artists having more specific questions will be referred to the Committee Chair or the Chair's designee.

Approved by a vote of the Library Board of Trustees (February 27, 2001). Revised(June 15, 2004) Revised(July 22, 2008) Revised (February 15, 2011)