

Pelham Library Art Exhibit Policy

Approved 3/20/13

Edited and approved 2/14/18

Purpose

The Henry W. Ramsdell Community Room is available as a public service to give the Pelham community the greatest possible access to educational and cultural opportunities through meetings, classes, special events and exhibitions of art. The Trustees of the Pelham Library have adopted this policy to address how works of art may be displayed in the Ramsdell Room.

The space

Artworks are hung in the Ramsdell Room solely for the enjoyment of Pelham Library patrons. While the Pelham Library is not an art gallery or museum, artists and craftspeople are encouraged to display their work within the limits of the space. The room has wall space and chains, “S” hooks and a ladder are provided for hanging two-dimensional works. The space will accommodate approximately 15-20 double hung pieces. Artworks considered for hanging are limited to those that can be hung from the picture rail and must not project substantially away from the wall or occupy any floor space. Although the room has no provisions (such as pedestals) for three-dimensional work, a display case is available in the main part of the library. Artists approved for exhibitions do so with the understanding that the space is used regularly for meetings and classes by people of all ages, including young children. We encourage you to view the space before planning an exhibit.

Please note, Library and town use of display areas takes precedence over any other use. In the unlikely event that the library should require display/exhibit space for its own use, the Library Director has the right to preempt such space, without notice.

Who may display works of art?

Applications for use of the Ramsdell Room to display art may be submitted by individuals, groups, nonprofit organizations and schools. For group or theme-based shows, one person from the group should be designated as the contact person with the library.

Suitability

Approval of any exhibition rests with The Pelham Library Board of Trustees and will be based on artistic merit, quality of execution, and interest to the community. The Library does not advocate or endorse the viewpoints of any exhibit or exhibitors. Determination of suitability for public display in a public library rests with the Library Director and Board of Trustees. The Library reserves the right to remove individual pieces if considered unsuitable for a child-friendly community setting. Any concern about an exhibit should be directed in writing to the Trustees of the Pelham Library.

Application and review schedule

The Pelham Library Art Exhibit Application is available at the library or by email at library.pelham@gmail.com. The Director and Trustees of the Pelham Library will review applications on a first come first served basis. Applicants will be notified within four weeks of application date through a confirmation letter with notation of show dates.

Period of display

Exhibits are scheduled for one month. Works of art should remain on display throughout that time. If a piece needs to be removed, it should be replaced upon removal by another piece.

Waiver

All exhibiting artists must have a signed waiver on file prior to installation of their exhibits. Because the Ramsdell Room is not staffed, there is a risk of damage from other groups and individuals using the space. The Trustees of the Pelham Library and the staff of the Pelham Library are not responsible for the safety and care of works on display.

Artist responsibility

Installation and removal

The artist, or designated contact person, is responsible for installing and removing the exhibit at an agreed-upon time during Library hours when the Ramsdell Room is not in use. Paintings, prints, drawings and photographs must be suitably framed and wired. Any tools beyond those mentioned under “Space” should be brought by the artist. No nails, thumbtacks, adhesives, or tape may be used directly on the walls. Any repair and/or reimbursement of damage resulting from exhibiting works is the responsibility of the artist and will be determined by the Trustees of the Library.

Public information

The Library will publicize the exhibit on the website, listserv and social media. All other publicity is the artist’s responsibility. Be sure to check current library hours and events schedules for the Ramsdell Room when preparing publicity. Exhibitions will not be available for public viewing during meetings in the Ramsdell Room.

Sale of Artwork and Suggested Donations

We suggest numbering work and displaying an accompanying information/price sheet. No sales transactions may take place on Library premises, but the exhibitor may provide phone number and address to be contacted by any interested party. Donations of 10%-15% of sales are not required, but are encouraged. The donation is payable to “Friends of the Library” with a notation on the check that it is from an exhibit at the library.

Art exhibit events

Artists wishing to hold an event in conjunction with their exhibits must abide by the Pelham Library Meeting Room Policy available at the library. Please note that alcohol is prohibited in all Pelham town buildings.

Pelham Library Art Exhibit Application

Name of Exhibitor: _____

Telephone (Day) _____

(Evening) _____

Address _____

Email _____

Medium _____

Please enclose 5 clear photographs of your work or a website where we may view it.
Please also include a brief artist's bio/statement.

Your signature indicates that you have read and are in agreement with the terms and provisions of the Pelham Library Art Exhibit Policy.

Name (please print): _____

Signature: _____

Date: _____

Please return this completed application page along with any supporting materials. Keep one copy of the application page for your records.

Send your submission to

Pelham Library, Attn: Art Exhibit

2 South Valley Road

Pelham, MA 01002

Or email to library.pelham@gmail.com

If you have questions, please contact Jodi Levine, Director, Pelham Library
413-253-0657.