

Art Exhibition Policy and Application

Purpose

As vibrant cultural centers within the Arlington Cultural District, the Robbins Library and Fox Branch Library encourage exhibitions and displays of paintings, photographs, crafts, sculpture and other artwork. These exhibits promote the goals of the Library to support community cultural and artistic activities, and to expand the reach of the Library to all ages and groups.

Policy

1. The selection of exhibitions is the responsibility of the Library Director, under the supervision of the Board of Trustees. The Director, at his/her discretion, may refer consideration of an exhibit to a Trustee subcommittee.
2. Selection criteria: appropriateness of scale and content to be shown in a public building to patrons of all ages; durability including stability of condition and ease of setup and maintenance; diversity in menu of exhibits for the year; and the degree to which the exhibit is consistent with the library's mission.
3. Priority is given to artists residing in Arlington or connected to the Town via the schools and/or affiliation with Arlington arts organizations. Artists under the age of 18 may showcase their art providing all other criteria is met.
4. The Library reserves the right to remove an exhibit that disrupts normal operations.
5. The library assumes no responsibility for the preservation, protection, theft, destruction, damage by fire, vandalism, accident or loss of any item displayed. All items are displayed in the library at the owner's risk. The exhibit areas are not monitored by staff.
6. Displays are generally scheduled two months in advance.
7. Materials exhibited in the library do not necessarily represent the views of the library administration or Board of Trustees and exhibition does not imply their endorsement.
8. No price tags may be placed on art objects, however an exhibit handout listing the objects by number with prices and artist/organization contact information is permitted. Any handout must also denote that "10% of proceeds from sales will be given to the Arlington Libraries Foundation." Sold items must remain in the exhibit for its duration.
9. Library use of display areas takes precedence over any other use and the Library reserves the right to, without notice, cancel the use of the display areas by outside exhibitors.

Procedure

1. Organizations and individuals interested in using library display space must fill out an application form. Artists, teachers or caregivers who are interested in displaying children's art must fill out an application to be approved by the Head of Children's Services, the Fox Branch Librarian, and/or the Library Director. Adult caregivers may be required as co-signers of application.
2. Exhibits are scheduled for a thirty-day period, but may last longer by mutual agreement. New exhibits are mounted on or near the first day of the month and taken down during the last few days of the month.
3. Because of the lack of storage space, materials must be dropped off and picked up at designated times arranged with library staff.

4. Exhibitors are encouraged to publicize exhibits in local print media and social media.
5. Exhibitors are responsible for hanging/placing their work. Pictures and photographs must be hung from the molding in the Children's Art Gallery, the 4th floor Conference Room and the 4th floor rotunda. No thumbtacks or adhesives may be used on the walls. Labels should be affixed to the artwork.

Exhibit Space Descriptions:

Robbins Library Reading Room

Photographs, small paintings and sculpture can be displayed on table easels on the countertops in the Reading Room, located just to the left of the entrance at the Robbins Library.

Robbins Library Children's Art Gallery

This gallery space is located at the bottom of the stairs in front of the Children's Room entrance. Exhibit installation must be scheduled with the Head of Children's Services. Art in this space is reserved first for Children's Art Exhibitions.

Robbins Library 4th floor Conference Room

The 4th floor Conference Room is outfitted with track lighting and molding for displaying paintings, photographs and other framed items. Depending on their size, approximately 25 items may be shown. While this room generally stays locked, it is frequently booked by groups for public meetings.

Robbins Library 4th floor rotunda

The rotunda is outfitted with molding for displaying paintings, photographs and other framed items.

Fox Branch Library

There is a glass display case (5.5'w x 3.5' h x 1'd) with corkboard backing in the outer lobby. There is also limited shelf space on the main level of the library to exhibit paintings and photographs.

Approved by the Board of Trustees 3/12/96

Amended 8/18/99

Amended 12/14/04

Amended 3/14/07

Amended 3/9/10

Amended 4/9/19

**ROBBINS LIBRARY / FOX BRANCH LIBRARY
APPLICATION FOR ART EXHIBIT SPACE**

Send completed application to: arlmeetingrooms@minlib.net Fax: 781-316-3209

Date of Application _____

Name _____

Address _____

Organization (if applicable) _____

Organization social media handle and/or hashtag (if applicable) _____

Phone _____ Email _____

Exhibit area(s) requested: Robbins Library Reading Room _____
 Robbins Library Children's Art Gallery _____
 Robbins Library 4th floor Conference Room _____
 Robbins Library 4th floor rotunda _____
 Fox Branch Library _____

Description of exhibit and number of items:

Date to be installed _____ Date to be removed _____

I have read and understand the Library policy and procedures for the use of exhibit and display space. I hereby release and agree to hold the Library, the Library Trustees, the Town of Arlington, related governmental bodies and all of their agents and employees harmless for any theft, destruction, damage by fire, vandalism, accident or loss of any kind of my property while such items are on the premises of the Robbins Library or Fox Library. I further understand and agree that I must give 10% of the sale price to the library via the Arlington Libraries Foundation as a commission for any item sold as a result of being displayed in the library.

Signature _____ Date _____

Do not write below this line. Office use only.

Approved _____ Date _____