

Gallery Space Use Policy

Avon Free Public Library

The purpose of the gallery spaces and exhibit cases at the Avon Public Library is to stimulate the appreciation and knowledge of art in the Avon Community.

Exhibit Spaces

There are (6) six areas that are available to the public for displaying exhibits:

- (1) **History Room** display case (9' x 4" wide and 2' x 7" deep)
The History room cases must contain displays of historical merit, coordinated by/with the Avon Historical Society
- (2) **Reference Department**, two cases:
 - Locked Vertical (48" wide x 16" deep x 70.5" high)
 - Locked Horizontal (60" wide and 30" deep)
- (3) **Children's Department** display case (Horizontal, 62" wide x 31" deep)
- (4) **Gallery Corridor**
4' high display walls, in five sections: 24'x4', 16'x4', 9'x4', 9'x4', 7'x4')
- (5) Outdoor space on library grounds
- (6) Miscellaneous space (not defined within the previous five options) within the library

Oversight

The Library Art Committee (LAC) is a sub-committee of the Avon Free Public Library's Board of Directors appointed to help promote the art and artists in the region. The committee is composed of the Library Director, Liaison staff member (listed on the release form), and 2-3 Board Members. The LAC meets quarterly to determine exhibits. Artists may submit photos, email jpegs, or provide a website address showcasing examples of their work.

The committee retains the right to jury the exhibits it produces and administer volunteer work on the basis of common sense and community standards. Every effort is made to make exhibition space and the opportunity for involvement fairly available to all, without regard to experience and stylistic preferences. However, the committee is the ultimate curator and jury for all exhibits it sponsors and, as such, the committee reserves the right to select artwork submitted for exhibition based upon community standards or for other reasons. The terms and conditions for participation in exhibits and other events are at the sole discretion of the LAC.

Exhibit Guidelines

Exhibits of library materials and activities will be given first priority for display. Avon artists, collectors, and community organizations are also encouraged to offer exhibits of artistic, cultural, or informational merit. Persons and organizations outside of Avon are invited to exhibit when their works would be of general interest to the Avon community.

All exhibits must meet acceptable community standards, and appropriate for family viewing.

Unless specifically waived by the library, every exhibitor will be required to supply a certificate of insurance naming the Avon Free Public Library as an additional insured.

All exhibitors must sign an **Exhibit and Display Release Form**. The form signifies the exhibitor's agreement to abide by the provisions of this policy, provides the library with a description and monetary evaluation of the items being exhibited, and releases the Town of Avon and the Avon Free Public Library from any liability in connection with the loaned exhibit.

Artists participating in Avon Free Public Library exhibits do so entirely at their own risk. Although efforts are made to safeguard artwork while it is being exhibited, participating artists assume full liability for loss, damage, theft or other circumstances that may cause loss or harm to their artwork or other property as a result of their participation.

Details for Exhibits

Normally, items will be kept on display for up to one (1) month to (45) forty five days, depending on the location chosen and availability. It is the responsibility of the exhibitor to set up and remove his/her exhibit, and to ensure that items to be displayed on walls are prepared for hanging. The hanging system at the Avon Free Public Library requires that you have a traditional-style hanging wire (not a bracket or a clip) on the back of your artwork

The library does not participate in the sale of exhibited items that can be purchased. If the exhibitor wishes, a price list will be made available at the Circulation Desk. Items constituting an exhibit must remain in the library and on display for the agreed-upon length of the exhibit, including any items that have been sold while on display.

The library is unable to provide storage for the property of individuals or organizations exhibiting in the library.

Avon Library staff will promote the exhibit through its usual publicity channels, including a press release. This promotion is contingent upon the exhibitor providing the details, including a brief biography and description of the collection.

An artist or organization may plan a formal opening or reception for an exhibit but must clear the date and time in advance with the Library Staff member who books the Community Room. Food and non-alcoholic beverages may be served at such events. The exhibitor is responsible for clean

up after the event. In order to serve alcohol, special permission must be received by the Library Board at least (30) days in advance.

Exhibits on library premises will be made open to the public during library hours. Acceptance of an exhibit does not constitute an endorsement by the Library Board of Trustees, the Town of Avon, or the Library Art Committee (LAC), of the person's or organization's policies or beliefs.

Objections to Exhibited Items

Objections to items included within library exhibits must be made in writing and directed to the attention of the Library Art Committee (LAC). The Board or its subcommittee will then review the objection and determine whether any action is to be taken. The Board will give notice of its decision to the individual who made the objection.

Adopted by the Board of Directors, Avon Free Public Library, March 21, 2012

Avon Free Public Library Exhibit Display and Release Form

I (“Exhibitor”) hereby lend to the Avon Free Public Library (“the Library”) the following works of art, collectibles, or other items for exhibit and/or display purposes. In consideration for the right to exhibit in the Library, Exhibitor hereby releases the Library from any responsibility for damage or loss to items while in its possession. Unless specifically waived by the Library, Exhibitor agrees to supply a certificate of insurance naming the Library as an additional insured.

Dates requested (pick month & year): 1st choice: _____ 2nd choice: _____

Placement of Exhibit: (circle one)

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Description of collection: (Please attach photos, email jpegs, or provide a website address)

Estimate of total value: _____ Number of art pieces: _____

Artist Name _____ Date: _____

Address _____

Telephone Number _____

Email Address _____

I have received a copy of the Avon Free Public Library’s *Gallery Policy* and understand that, once signed, this form signifies my understanding of that policy and my agreement to comply with all of its provisions.
(Artist, please initial here: _____)

Artist Signature _____

Please submit this form to Patricia Valsecchi, c/o Avon Library, 281 Country Club Rd, Avon CT 06001 pvalsecchi@avonctlibrary.info, 860-673-9712 ext. 200

(library use) Certificate of Insurance: Waived _____ Required _____ Received _____