KENNEBUNK FREE LIBRARY
Exhibits Policy Exhibits Policy

In keeping with the Library's mission to inspire and enable our communities to discover, learn, and connect, the Library provides space for exhibits. Exhibit materials may be organized and presented by the Library, members of the community, and nonprofit organizations within the guidelines of the Collection Policy and Procedures, and this policy.

I Committee

- An Art Committee (Committee) appointed by the Executive Director will convene annually to review each Application to Exhibit for the following calendar year.
- The Committee shall be comprised of 3-5 individuals including a library staff member, a trustee, and a member of the art community.
- In addition to the exhibits chosen for the following calendar year, the Committee shall select an appropriate number of additional exhibits to be placed on a waiting list ranked in order of preference based on the Exhibits Policy selection criteria. In the event that an artist withdraws or forfeits their place in the schedule, the Executive Director shall choose an alternate exhibit from the waiting list.

II. Selection

- The Executive Director shall have the right to choose and schedule school and nonprofit exhibits, and fundraisers for each calendar year prior to and separate from the annual application process described herein.
- As part of the Application to Exhibit, exhibitors must submit a complete list, including images and dimensions, of all pieces to be exhibited, and a description of the medium used for each piece.
- All exhibitors must submit a completed Application to Exhibit form.
- The Committee must approve each of the works to be displayed.
- Actual pieces exhibited may not vary from those listed without the Executive Director's prior approval. Each application will be reviewed according to the following criteria:
    - Quality of implementation;
    - Suitability of physical form;
    - The number and/or size of submitted works compared to the Gallery size
        - The full room measures 27' x 18' x 7'5"
        - The primary wall lengths are 204", 216", 60", & 154"
        - You may also utilize wall lengths measuring 120", 84", & 27", and column lengths measuring 28" & 23"
    - Relation to past or future Library exhibits and programs to ensure a variety of techniques, subjects and mediums;
    - 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 and the Collection Policy;
    - Exhibits must be deemed suitable for viewing by all ages; and
    - Exhibits which the Committee, in their absolute discretion, determines to contain sexually suggestive, violent, discriminatory, or defamatory material will not be displayed.

- The above criteria for assessing suitability 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. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.
- The Library reserves the right to refuse or to remove any material judged unsuitable or to rescind an exhibit for violation of this policy.
- In the event that the Committee or Executive Director rejects any material(s) for exhibit, the decision is final.

The Library reserves the right to change or cancel a scheduled exhibit. The Library further reserves the right to limit the number of exhibits an individual or group may have over a period of time.

- Upon acceptance of an application, the Library will confirm an assigned exhibit date.
- In general, exhibits will be scheduled for a one-month show.
- Once the Exhibit Release form is signed by the artist and returned to the Library, the event is considered officially scheduled.

In the event that an artist fails to complete the required paperwork, fails to comply with the Exhibits Policy, rejects an assigned exhibit date, and/or withdraws their exhibit from the schedule, that artist forfeits their place in the schedule and the Executive Director shall choose an alternate artist from the waiting list.

III. Responsibility for Maintenance and Removal

- It is the responsibility of the Exhibitor to install, maintain, and dismantle any exhibits at the times agreed upon in advance with library staff.
- The Library cannot accept any responsibility for loss or damage to any exhibited works. Each artist must execute and provide the Library with an Exhibit Release form In the event that the artist is a minor, the artist's parent or guardian must execute and provide said release on the artist's behalf.
- The Speers Gallery is in a busy space used for many purposes and, as such, it may be inaccessible at times and/or utilized for temporary events such as book sales or inventory distribution in addition to regular programming and meetings.
- The Library will supply wires and tools for hanging artwork, however, will not supply labor. No works will be hung that will require structural changes or potentially cause damage.
- All art and materials related to the exhibit must be securely and safely hung on the wall.
- All information pertaining to the exhibit must be placed in the provided document holder on the wall (guestbook, business cards, pricing, brochures, etc.)
- The artist must affix a card to each item being displayed identifying it by the name of the work and the name of the artist. No cards may be affixed to the walls. All such identification will be placed on the frame of the item displayed. Duplicate cards or a complete inventory of work to be displayed must be supplied by the artist to the Library.

- The Library will not deal in the sale of any item exhibited. The artist will provide patrons wishing to purchase artwork with the means of contacting the artist directly for such purchase. Prices will not be displayed.
- At least three weeks prior to installation of the exhibit, the artist is responsible for providing information to the Library for publicity. The Library will prepare And send out a press release to local media contacts. KFL can't guarantee press releases will be published. The press release will also be included in our monthly e-newsletter. Any additional publicity is the responsibility of the artist.
- In the event that an artist wishes to host an opening reception, prior approval must be secured from the Executive Director. All arrangements and expenses for a reception are the responsibility of the artist.

IV. Request for Withdrawal/Objection Procedure.

- If a patron objects to an exhibit or to any piece within an exhibit, that complaint will be referred to the Executive Director who will discuss the matter with the complainant.
- If the complainant is not satisfied with the Executive Director's response, the complainant will be provided with the Collection Policy and Procedures and *Request for Reconsideration of Library Materials, Exhibits, or Artwork at Kennebunk Free Library* form.

Approved by the Board of Trustees 2.23.10. Revised 2.27/.4; 10.27.26