

Kennebunk Free Library 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 Development Policy and this policy.

I Committee

- An Art Committee (Committee) appointed by the Library 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 Art Committee shall select an appropriate number of additional exhibits to be placed on a waiting list ranked in order of preference based on Exhibit Policy selection criteria. In the event that an artist withdraws or forfeits his or her place in the schedule, the Director shall choose an alternate exhibit from the waiting list.

II. Selection

- The Library Director shall have the discretion to choose and schedule school and nonprofit exhibits, and fundraisers for each calendar year prior to and separate from the annual application process described in herein.
- As part of the Application to Exhibit, exhibitors must submit a complete list, including images, 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. Incomplete forms will not be considered.
- The Art Committee must approve each of the works to be displayed.
- Actual pieces exhibited may not vary from those listed without the Library Director's prior approval. Each application will be reviewed according to the following criteria:
 - Quality of implementation;
 - Suitability of physical form;
 - 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 Development Policy;
 - Exhibits will occur in areas used for children's programming and must, therefore, be deemed suitable for viewing by all ages; and

- Exhibits which the Committee, in their absolute discretion, determines to contain sexually suggestive, violent, racist, or defamatory material will not be displayed.
- The above criterion 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 Art Committee or Library 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.

- The decisions of the Art Committee will be communicated to applicants via the attached form.
- 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 Exhibit Policy or these Guidelines, rejects an assigned exhibit date and/or withdraws his or her exhibit from the schedule, that artist forfeits his or her place in the schedule and the 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 (see attached). 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 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 to be displayed must be capable of being securely and safely hung on the wall.

- 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 in-house notices and will send a notice to the media. 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 Library 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 Library Director who will discuss the matter with the complainant.
- If the complainant is not satisfied with the Library 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 2/23/2010. Revised 2/27/24.