

HALL MEMORIAL LIBRARY ART DISPLAY POLICY AND PROCEDURE

The Hall Memorial Library welcomes the opportunity to allow community groups, organizations and individuals to use the Library for exhibits of an artistic, cultural or educational nature, which will be of interest to Library users. Preference is given to Ellington residents and to exhibits that are timely and of general interest.

Those desiring to schedule an exhibit should submit a request to the Library Director. Exhibits will be scheduled at the discretion of the Director, as time and space permits. Potential exhibitors may be asked to provide samples or photographs of their work before an exhibition is scheduled. The Library Director reserves the right to decline any exhibit that is deemed to be unsuitable for display in a public place used by people of all ages.

It is the responsibility of the exhibitor to set up and remove the exhibit, during regular Library hours, at a time arranged with the Director. The items must be prepared appropriately for display. All items must be hung using the installed hanging system, or on the bulletin board areas. No nails, tacks or tape may be used. A list of items exhibited must be provided.

Those wishing to have a reception for their exhibit may book a meeting room in accordance with the established Meeting Room Policies.

The Library is not to be involved in any way with the sale of any exhibited item. The library will display information about the artist, including contact information for those interested in contacting the artist. Items displayed may not include price tags. A price list may be left with a guest book or at the main circulation desk. If any sales result from the exhibit, the artist agrees to donate 10% of the sales price to the Library.

The exhibit will be open to the public during normal library hours. If an exhibit is displayed in one of the Library's meeting rooms, the room may be used for other programs, thereby making that portion of the exhibit inaccessible to the public during that time.

The Library will take reasonable care to ensure the safety and security of items displayed, but the exhibitor should recognize that the Library is a public building used by a large number of people and the exhibit cannot be monitored at all times. The Library assumes no responsibility in the event of damage or loss. If exhibitors feel the need for insurance coverage beyond that provided by the general Town policy they are encouraged to make their own arrangements.

BOT 6/03

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HALL MEMORIAL LIBRARY ART DISPLAY REQUEST FORM

Artist Name: _____

Artist Address: _____

Phone: _____ EMail: _____

Possible Exhibit Dates: _____

Type of art work: _____

Number of Items to be Exhibited: _____

Comments:

Return to Hall Memorial Library, 93 Main Street, P.O. Box 280, Ellington, CT 06029
-Or hallmlib@ellington-ct.gov