

Leverett Library Art Exhibit Policy

Adopted: November 4, 2009; reviewed December 14, 2011, June 6, 2014, May 9, 2018

The space: The Community Room is 630 square feet, has 39 linear feet of available wall space with a chair rail at three (3) feet from the floor, and picture rail molding at seven (7) feet from the floor. This leaves 44 inches of vertical space for hanging. No works may be displayed on tables or on the floor. Artists should hang work with a maximum horizontal dimension of 50 inches because windows break up the wall space. The space will accommodate approximately 20-24 pieces depending on whether work is hung one above the other and larger work can be hung in the hallway leading into the Community Room.

Scheduling: Applications may be submitted at any time. Exhibits are normally scheduled for two months.

Installation and removal: The artist is responsible for installing and removing the exhibit at an agreed-upon time when the library is open and the community room is not in use. A state-of-the-art hanging system allows for quick hanging of framed artwork, and no additional tools are needed. No nails, thumbtacks, adhesives, or tape may be used directly on the walls. We suggest numbering work and displaying an information/price sheet.

Sales and Fees: There is no charge for the use of the space. Artists who wish to sell work should prepare a price list with contact information. Potential buyers will contact the artist directly. If works are sold, a donation of 10% of the proceeds to the Friends of the Leverett Library is suggested.

Publicity: It is the artist's responsibility to publicize art exhibits, send out announcements/invitations and/or provide an opening reception at their own expense. Talk to the library staff about scheduling an event.

Waiver: The Town of Leverett, the Trustees of the Leverett Library, and the members of the Leverett Library Art Exhibit Committee are not responsible for the safety and care of works on display. Because the Community Room is not staffed, there is a risk in showing small pieces or in hanging artwork in the entry hallway.

Limitations: The Community Room is used regularly for meetings by people of all ages, including young children. Displays should be "family-friendly." The library reserves the right to remove any works judged to be inconsistent with family viewing.

Leverett Library Art Exhibit Application

Please read the Art Exhibit Policy before applying.

Please send completed forms to Leverett Library, P.O. Box 250, Leverett, MA, 01054; or leverett@cwmar.org.

Name of Applicant _____

Street Address _____

City/State/Zip _____

Phone: Day _____ Evening _____

Email address _____

Months most preferred for exhibit _____

Brief description of proposed exhibit, including medium (for example, oil painting, photography, etc.), subject (for example, landscape, portrait, abstract, etc.), and any other relevant information.

Continued on page 2

Application, page 2

Your work must be reviewed as part of the application process. Please choose one of the following options.

_____ Email between 3 and 5 images (jpg or PDF) as a sample of your work to leverett@cwmars.org

_____ Send via mail photos of either the work you plan to show or typical examples of your work; a CD with photos may be sent instead.

Also enclose a SASE and a list of the artwork with the title (if one exists), the size, and the medium for each. A resume or descriptive information is optional. Do not send original artwork.

_____ Request an appointment to have your work reviewed at the library. We will contact you to schedule a time. This option is recommended if you have never seen the gallery space, or if photos do not represent your work adequately.

I have read and understand the Leverett Library Art Exhibit Policy and agree to comply with its guidelines. I understand that the Leverett Library accepts no responsibility for possible damage or theft of any item displayed and that all items are placed on display at the owner's risk.

Signature

Date

Questions? Please contact the Director at the Leverett Library at (413) 548 9220.