



Durham Public Library

Durham Public Library Art Exhibit Policy

1. Purpose

The Durham Public Library has space available for displaying works of art – a display wall in the second floor hallway and display cases in the lobby and café – as a public service to provide people of all ages the greatest possible access to local artists and works of art.

The Trustees of the Durham Public Library have adopted this policy to address how and why works of art may be displayed. The purpose of the exhibit policy is to provide guidance in the selection of exhibits; to inform the public about the principles upon which exhibits are arranged; and to encourage equitable utilization of exhibit areas by artists in the Durham area.

This policy reflects the Trustees' belief that the library serves an important cultural role in the community as a showcase for the works of artists and craftspeople. In keeping with the library's role as an educational force, library display areas may also be used for educational and informational exhibits which may be sponsored by the schools, town departments, agencies and civic organizations. The Durham Public Library (DPL) invites local artists to apply to exhibit their works. Priority will be given to applicants residing in Durham and the surrounding area.

2. The space

The library has two vertical display cases for small works of art and a 21' x 4'6" display wall for paintings and photographs. The display wall contains a built-in picture hanging system that is relatively simple to use. Exhibits must conform to the space restrictions of the exhibit areas provided.

3. Who may display works of art

Applications to display art may be submitted by individuals, groups, nonprofit organizations and schools. Solo, group, or theme-based shows will be considered, with one person from a group designated as the contact person.

Applications to exhibit will be judged by the Library Director, Assistant Director or appointed designee(s) on the basis of originality, artistic quality, and suitability for a family setting. While it is difficult to be very precise about these notions, the following considerations and examples are intended to suggest their meaning and scope, as employed by the DPL.

- *Originality.* The artist's contribution to design and execution should be substantial.



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- *Artistic quality.* The DPL takes a liberal view of artistic quality, but may reject work that, in its judgment, falls short of acceptability. Different standards of artistic quality may be appropriate for special exhibits (for example, of children's art).

In presenting displays, the library does not imply endorsement of the opinions or viewpoints of the artist or exhibitor.

4. Application review schedule

The DPL reviews applications as they are received on a first-come, first-served basis. Application materials will be reviewed within four weeks of application date and a written confirmation with notation of show dates will be sent to the exhibitor upon approval of the exhibit. Applicants must include a brief description of the work to be exhibited and a local telephone number or email address of the contact person.

5. Period of display

Exhibits are scheduled for one to two months. Works of art should remain on display throughout the exhibit period. Display set up and removal dates need to be coordinated with the Director or Assistant Director.

6. Liability

The Durham Public Library and the Town of Durham are not responsible for the safety and care of works on display. Because the display areas are not staffed or monitored, items are placed in the library at the owner's risk. The library cannot assume liability for lost, stolen, or damaged works of art. Owners are asked to check their own insurance policies as regards theft or damage.

7. Suitability

Art must be deemed suitable for display in a public library. Determination of suitability rests with the Library Director. Works will not be accepted for display if the Director judges that they will be found offensive by viewers were they to be exhibited, including:

- Graphic depictions of sexuality or violence.
- Works that appear designed to ridicule deeply-held beliefs or to disparage others for their race, gender, sexual identity, ethnicity, nationality, etc. Since works of art are generally open to interpretation, it may be difficult to determine whether a work belongs in this category. Nonetheless, the Durham Public Library may reject works it considers offensive for any reason.

When the Director deems the art unsuitable, the Durham Public Library Board of Trustees will receive general notification. Artists whose work is not accepted by the Director will be informed that

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they may appeal the decision to the Board of Trustees, to be reviewed at their next meeting. The Board's determination of the appeal is final.

Exhibit space should not be used to advertise a commercial enterprise. Artist contact information may be included on information materials. No price tags may be placed on art objects. Those interested in making purchases are asked to call the artist.

8. Installation and removal

The artist, or designated contact person in the case of group exhibits, is responsible for installing and removing the exhibit at the agreed-upon time during regular library hours.

Artists are responsible for ensuring artwork is ready for hanging. The artist will work with library staff to develop an effective exhibit. The actual hanging and removal of the exhibit will be the responsibility of the artist on dates agreed upon with the Library. Paintings, prints, drawings and photographs must be suitably framed and wired. **No nails, thumbtacks, adhesives, or tape may be used.** Artists causing damage from exhibiting works will repair the damage or reimburse the Durham Public Library, as determined by the Board of Trustees.

Artist/groups who fail to remove paintings on or before the specified date may lose the opportunity to display in the future. Works left on display beyond the removal date will be taken down by staff. The Library is not responsible for damage or loss caused by staff removing art work. The Library will not provide storage for the property of exhibitors. Only a library representative can transfer an exhibit reservation to another artist

9. Publicity

It is the artist's responsibility to publicize art exhibits although the library will mention the exhibit on its website and in its weekly newsletter.

10. Art exhibit events

Artists wishing to hold an event in conjunction with their exhibits must abide by the Durham Public Library Meeting Room Policy for that event. The policy is available at the library and on our website.

Approved by the Durham Public Library Board of Trustees 1/7/15

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ART DISPLAY AGREEMENT FORM

I, _____ understand and agree that the Durham Public Library and the Town of Durham are allowing me to display works of art at the Durham Public Library on the following dates:

Start date: _____ End date: _____

I have read the Durham Public Library Art Exhibit Policy, I agree to its terms, and I understand that neither the Durham Public Library nor the Town of Durham assume any responsibility or obligation for any loss or damage to any item or items so displayed. That art works and any related exhibit materials are not and will not be covered under any Town of Durham or Durham Public Library insurance policy. That I am responsible for insurance coverage for the items being displayed, and the burden is on me to do so at my own cost.

I further understand that I am responsible for installing and removing all pieces in the exhibit at time and date agreed upon with Durham Public Library staff, and that items may not be removed from the exhibit without staff permission before the date listed herein.

Artist's Signature

Date

Staff Signature

Date