

## **Art Exhibit Policy**

### **Philosophy**

Ellsworth Public Library offers a wide variety of exhibits free of charge to the public in order to provide an opportunity for individual intellectual and aesthetic growth and appreciation and to enhance public awareness of the cultural and artistic community. In order to achieve these goals, the library strives to foster freedom of expression and to provide freedom of access to all.

### **Exhibition Space**

The meeting room on the lower level (Riverview Room), the Maine Floor and the Upstairs, and the lawn are available for exhibitions.

### **Types of Exhibitions**

1. Works of professional artists, crafts people, community groups and students with an emphasis on those from Hancock County and Maine communities.
2. Historical or other artifacts that are educational or may enhance collections of the library.

### **Selection Criteria**

Each application will be reviewed by the Art Exhibits Coordinator or the Library Director according to the following criteria:

1. Vitality and originality.
2. Quality of implementation.
3. Suitability of physical form.
4. Historical significance or representation of emerging trends.
5. Community interests and needs.
6. Relation to past/future library exhibits and programs to ensure a variety of techniques, subjects or media and an integrated overall program of activities.
7. Availability of adequate space.

### **Application Procedures**

Whether initiated by Ellsworth Public Library or by individuals or groups wishing to exhibit at the library, all exhibitors must submit a completed application form (see online form). A

representative portfolio of the body of work and resume of the exhibitor may be requested for review.

### **Scheduling Procedures**

Upon a positive assessment of an application, the applicant may be assigned an exhibit date and the schedule will be confirmed in writing by the library representative. In general, exhibits will be scheduled on a monthly basis. The library reserves the right to change or cancel a scheduled exhibit.

Ellsworth Public Library further reserves the right to limit the number of exhibits an individual or group of exhibitors may have over a period of time.

If the applicant is rejected, the library representative will notify the applicant and indicate the reason for the rejection.

### **Publicity**

Ellsworth Public Library will publicize the exhibit on our website and newsletter. Any publicity beyond this can be discussed between library personnel and the artist.

Ellsworth Public Library requires all exhibitors to furnish material for a press release when applying, and if there are any necessary changes, they must be finalized and new press release materials provided no less than 2 months before the exhibit. The library reserves the right to review and/or edit any publicity material prepared by the exhibitor before its release.

### **Installation and Dismantling**

The exhibitor is responsible for the installation and dismantling of the exhibit on the designated dates and will provide all necessary equipment and materials. All frames with glass must be properly outfitted.

Installation and dismantling will be approved by the library representative.

The library is not responsible for works left at the library before or after an exhibit.

### **Sale of Exhibit Materials**

Ellsworth Public Library will not engage in the sale of any items on exhibit. If items are for sale, the exhibitor can furnish library staff with business cards where such inquiries should be directed.

### **Insurance**

Ellsworth Public Library and the City of Ellsworth are not responsible for any damage to or theft of exhibit materials during the installation, exhibition or removal of the exhibit.

### **Damage**

The exhibitor may be held liable for repairs to the library which are a direct result of the exhibit.

### **Policy Changes**

The Ellsworth Public Library Board of Trustees reserves the right to make such changes in these policies without prior notice as it may deem advisable from time to time, and to cancel or withdraw permission for the exhibition of materials when, in its discretion, such withdrawal is advisable.

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