

Art in the Library
Guidelines
Reese Library

The purpose of the art gallery is to serve as a venue for artists and to provide an aesthetically pleasing environment in the library.

Connection to Reese Library's 2007-2008 Unit Plan: Goal 4: Provide educational, cultural, and professional services to the community.

The system includes steel tracks, wire hangers and security hooks. The supplies were purchased from Gallery System Art Displays, Inc., Wellesley, MA. There are currently 20 hooks and wires and an additional 20 hooks are available for double hanging.

Art in the Library Committee

Associate Director, Outreach Librarian, one other library employee
with a strong interest in art

Approves exhibits

Subject, technique and style are suitable for intended audience
Appropriate to special events, anniversaries, holidays, etc.
Historical or regional relevance

Coordinates exhibits

Students, faculty, staff, visiting artists can exhibit

Security: Material will be covered by the state insurance policy if the artist provides a list with the appraised value.

Exhibits must conform to the space restrictions in the gallery area.

No tape, labels, thumbtacks, nails, adhesive are to be affixed to the walls.

The Library cannot provide easels.

No on-site storage is available.

There is to be no solicitation or selling in the library; there will be contact information on each piece.

Responsibility of artist:

Provide framed, ready to hang artwork.

Transport, mount and dismount the exhibit.

Sign a registration form, including an artist's statement, biographical sketch, at least one digital image of the works, and the appraised value of each work.

Fill out the Exhibition Checklist at the end of the registration form.

Place identification and contact information on each piece.

Repair any damage occurring during installation or takedown or reimburse the library for the cost of repairing the damage.

The artwork should arrive no more than two days prior to the opening and be removed no more than two days after closing of the exhibit.

A library representative will supervise the set-up and removal of the exhibit.

Publicity will be handled by the library: press releases, flyers, website posting, etc.