

## **Sherman Library Art Exhibit Policy**

The Sherman Library showcases exhibits and displays for the intellectual and cultural enrichment of our community. Art exhibits are intended to make the library a pleasant and interesting place to visit.

### **Exhibit Space**

The walls of the art corner are the primary space for exhibits. The barn might be a consideration but exhibitors must be aware this is the library program room for adults and children.

### **Art Curator**

The Art Curator is appointed by the library director. All exhibits, dates and publicity are subject to approval from the library director.

### **Exhibit Guidelines**

Local area artists are welcomed to submit exhibit proposals for consideration, review and approval by the Art Curator.

Art must be a high level of quality and appropriate for display in a public library.

The art curator will recommend a date for the exhibit which will run for six weeks to two months unless the library agrees to an extension.

The exhibitor will provide a list of items, prices and contact information. Library staff receives payment of purchases with checks made out to the artist. The library receives 30% commission on all sales to be paid to the Sherman Library by the artist.

The exhibitor may provide a guest book.

The library will make every effort to protect items displayed but exhibitors must realize the library is a public building used by many. As a result the library cannot be held responsible for damage to art while on display. The exhibitor should insure all pieces on display.

All work must be properly mounted or framed for easy hanging

The artist is responsible for hanging and dismantling of exhibit with the curator in attendance to help position materials. The artist should be aware that it might be necessary to climb up and down a ladder when hanging the show.

The library art curator is responsible for publicity. The artist will provide information, including photographs, about themselves and their work for a press release. All PR submissions should include the Sherman Sentinel and the Citizen News.

### **Artist Reception**

The artist is welcomed and encouraged to host a reception. Receptions are held when the library is closed usually on Saturday evening or Sunday afternoon.

The library will advertise the reception and invite library members by email if the artist requests. The artist is responsible for mailing invitations to their personal list.

The exhibitor supplies any refreshments of light snacks and beverages. Someone from the library Board or staff must attend including set up and clean up.

### **Administration of Policy**

The Library Board of Trustees authorizes the library director to act in keeping with this policy and to execute its provisions. All exhibits, dates and publicity are subject to approval from the library director.

Acceptance of an exhibit does not constitute an endorsement by the Library Board of Trustees or the staff of the exhibitor's beliefs.

### **Requests for Reconsideration of Exhibit Items (complaints)**

The Library Board of Trustees recognizes the right of library patrons to question the inclusion of materials in an exhibit. Individuals may ask the library director or designated staff about such materials. The staff will discuss the concerns and give the individual a copy of this policy.

A library user still questioning an item in the exhibit may submit concerns in writing to the library director. After reviewing the suggestion, the library director will present the suggestion to the Board of Trustees, together with a recommendation. The Library Board will review the request and authorize the director to issue a timely and final response to the patron. The item will not be removed during the process.

The Sherman Library Board of Trustees  
April 2014