

A. Introduction

As a public service, The Board of Trustees of the Somerville Public Library wishes to provide the community with access to displays of artwork. The Main Floor Reading Room and Balcony Areas of the Somerville Public Library, will be made available for this purpose. The Trustees have adopted this policy to define the manner in which works of art may be displayed.

The Somerville Public Library endorses the American Library Association's Library Bill of Rights and its interpretations regarding exhibit spaces:

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or own exhibit proposal to be judged according to the policies established by the library. (ALA Policy)

B. The Exhibit Selection Committee

The Somerville Public Library Board of Trustees shall establish a five member ESC consisting of 2 members of the Board (appointed annually by the President), the Library Branch Manager, a representative of the Friends of Somerville Public Library appointed by its President, and a resident of Somerville who is a patron of the Library.

As a member of the Somerset County Library System, Somerville Public Library's mission is to "connect, to explore, to share, and to discover." Displays at the Somerville Public Library are based solely on whether the display meets these goals within the needs and the interests of our diverse community. The ESC shall consider and exhibit a wide range of artistic expression. The final authority rests with the ESC whose decision is final. Use of the Library's exhibition spaces in no way implies library sponsorship or endorsement of an individual and/or organization.

C. General Guidelines:

The Library, its Board of Trustees, and members of the ESC are not personally responsible for any exhibit or the materials included in any exhibit. Prior to mounting a display, exhibitors are required to sign an exhibit agreement that releases the library and all staff/volunteers from liability for theft or damage of displayed works. If exhibitors have insurance for their work, the "Display Insurance Information & Waiver" form must be completed and returned to the designated representative before the piece is hung and the exhibit is open to the public.

Somerville Public Library has installed the gallery Art Hanging System with Cable Grabbers. Paintings and other graphic arts, unless specifically exempt in writing, must be suitably framed and wired for hanging on the Library's wall track hanging system. Two clips are available per wire so that two works of art can be hung, one directly above the other. No nails, thumbtacks, or adhesives may be placed directly on the walls. Artists causing damage from exhibiting works will reimburse the Somerville Public Library for repairs as the Board of Trustees deems necessary.

Exhibits should be installed beginning on the first working day of the time period agreed upon for the particular exhibit and must be taken down on or before the last day of the exhibit time period. Exhibitors may only use the Library's wall mounted hanging system. Exhibits are generally to be installed and taken down during regular library business hours. Special hours and days may be arranged if necessary.

The exhibiting artist or organization shall provide a portable guide to the exhibit. The guide should be no larger than 8 1/2 x 11 and must include the artist's name, title of each work, media in which the work was done, year the work was created, and other pertinent information, including the price if the piece is for sale.

The works on display may be for sale by the sponsoring organization or individual artist. The Library will not act as an intermediary for such sales. Exhibitors should provide a list which will be available at the Circulation Desk for members of the public who may be interested in purchasing a displayed work. The list should identify the name of the artist, the title, price of the work, and contact information for the artist or organizations where the purchase may be made. A sticker may be affixed to works on display to indicate cost or that the piece has been sold.

ESC will arrange for notice of each exhibit to appear in the Somerville Borough e-newsletter and social media, when available. Additional notices may be placed at the organization or artists' expense. An opening night program and/or presentation by a member of the arts organization or by an individual artist is encouraged and may be arranged with **ESC**.

It is suggested that artists consider a donation to the Friends of the Library Capital Account in the amount equal to 10% of the selling price of any work sold as a direct result of exhibit at Somerville Public Library.

D. Exhibitors and Exhibits:

The Library's Exhibition Space consists of three principal areas in the Library's Main Floor Reading Room. The room provides one 20 foot wall, one 10 foot wall and three 2½ foot closely placed spaces that can be used separately or as a single space for a larger work. An additional 15 feet of wall space in a designated "Teen Room" is available for special situations.

Applications for use of the Exhibition Space to display art may be submitted by professional associations or organizations of artists, schools and by individual artists. Organizations or groups must be represented by a designated member of that group who will coordinate with the ESC. A single artist may designate a second person as his or her representative.

The Somerville Public Library Arts Exhibit application and policy statement will be available at the Library. All inquiries regarding exhibits should be made to the Branch Manager or designated representative at the Somerville Public Library. Following the established guidelines adopted by the Somerville Library Board of Trustees, the ESC will review applications within four weeks of their receipt. Written confirmation will be sent to the exhibitor indicating acceptance or denial of the application.

Exhibitors will complete an application providing information about the nature of the exhibit, preferred exhibit dates, and the number of pieces to be shown. Applicants will provide a complete list of works to be hung, artist's name, title of the piece, and insured value. Any pieces available for purchase must be noted. Applications must be accompanied by a CD containing a photograph of each work included in the exhibit. A jpeg file, photographs, or color copies may be substituted for a CD. Exhibitors will be responsible for previewing the Library exhibition areas. The ESC reserves the right to limit the size and number of items that may be displayed at any given time.

Exhibitions may vary in duration from one to four months. Applicants may indicate a preference for display period but the final decision will be made by the ESC based upon availability of the exhibit space. Because space is limited, preference will be given but not limited to art displays which are sponsored by a professional arts agency, organization, or individuals in Somerset County.

Somerville Public Library Art Exhibit Application

Please review the Art Exhibit Policy and examine the exhibit space before completing this application. Please print.

Name of Exhibitor

Address

City/State/Zip

Phone

Email

Number of pieces to be exhibited: _____ General description of the exhibit: _____

Exhibit dates preferred (4 month max): From _____ to _____ Second choice: From _____ to _____
Every effort will be made to accommodate your preferred dates.

Is the artist available for a lecture? ___Yes ___No

Does the artist wish to schedule an "opening night?" Date: _____

Please include a complete list of works to be exhibited including artist's name, title of work, and insured value. Indicate any piece available for purchase and the price. Provide a photograph or color copy of each piece to be exhibited. Jpeg files or a cd are acceptable alternatives to hard copies. Send jpeg to dposwenc@sclibnj.org. Mail the application and photos, copies, or cd to Mr. Doug Poswencyk, Branch Manager, Exhibit Selection Committee, Somerville Public Library, 35 West End Avenue, Somerville, NJ 08876. The Exhibit Selection Committee will review your application and responded within 4 weeks.

The parties agree to the terms and conditions for exhibiting art work in Somerville Public Library. This agreement serves as a release of the Library, the Board of Trustees, and members of the Exhibit Selection Committee from all liability in conjunction with this exhibit.

By signing below, the exhibitor acknowledges g=having read the Somerville Public Library Art Exhibit Policy and Guidelines, a copy of which is attached to this application. In particular, exhibitor agrees to indemnify and hold harmless the Borough of Somerville, its employees, the Somerville Public Library, the Board of Trustees, and the Exhibit Selection Committee from any and all claims or liability arising out of the exhibition."

Please sign upon submission of application.

Name

Signature

Date

Name of ESC Representative

Signature

Date