

# Virginia P. Snopek Community Room

## Art Exhibit Policy

**Purpose.** The Community Room of the Granby Free Public Library is available as a public service to give people of all ages access to educational and cultural opportunities through events, meetings and enjoyment of works of art. Art exhibits in the Community Room provide a chance for artists and craftspeople to display their own artwork within the limits of the space, with an understanding that the space is used regularly for meetings and events by people of all ages. Please note that works of art are not sold in the Library under any circumstances.

Priority will be given to applicants residing in Granby, then to those from Western Massachusetts, and a lower priority to those from other parts of Massachusetts.

The Trustees of the Granby Free Public Library have adopted this policy to address how works of art may be displayed in the Community Room.

**The space.** The Community Room has a 58' by 6' combined area of available wall space for display. It has no provisions (such as pedestals) for three-dimensional work. Because the Community Room is used simultaneously for art exhibits and for meetings by groups of all ages, no works may be displayed on tables or on the floor. You may have one table to set up a welcome/information display. We encourage you to view the space before planning an exhibit.

**Who may display works of art.** Applications for use of the Community Room to display art may be submitted by individuals, groups, nonprofit organizations and schools. One-person or group shows will be considered, with one person from a group to be designated as the contact person with the library.

**Application review schedule.** The Granby Free Public Library Board of Trustees reviews applications as they are received on a first come first served basis. Application materials will be reviewed within five weeks of application date and confirmation with notation of show dates will be sent to the exhibitor upon approval of the exhibit.

**Period of display.** Exhibits are scheduled for a one month period. Works of art should remain on display throughout the exhibit period. If a piece is removed before the exhibit period ends, it should be replaced upon removal by another piece. Display set up and removal dates need to be coordinated with the library calendar.

**Liability.** The Trustees of the Granby Free Public Library and the Town of Granby are not responsible for the safety and care of works on display. Since the Community Room is not staffed, there is risk in choosing to display works at the library. The library cannot assume liability for damaged, lost or stolen art. The Community Room is a public space that is used by many members of the community and does not have a library staff member in the space at all times.

**Suitability.** The art must be deemed suitable for public display in a public library. Determination of suitability rests with the Library Director and Board of Trustees. The Granby Free Public Library does not endorse the viewpoints or artistic expression of exhibitors. The display area is open to adults and children of all ages. Works of art must fit on the hanging hardware provided. Potential exhibitors are encouraged to view the room prior to applying.

## **Artist responsibility**

**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 when the library is open and when the Community Room is not in use. There is no storage space available to exhibitors. Artists are responsible for insuring artwork is suitably framed, wired and ready for hanging. Hanging and removal of the exhibit will be the responsibility of the artist. We suggest numbering work and displaying an accompanying information sheet. Artists causing damage from exhibiting works will repair the damage or reimburse the Granby Free Public Library, as the Trustees of the library determine necessary.

**List of works displayed.** The artist must provide a list with the title, size, and media of works to be exhibited, along with the artist's name, address and telephone number to the Library Director no later than one week before the beginning of the exhibit.

**Public information.** It is the artist's responsibility to publicize art exhibits, check current library hours and events schedule for the Community Room when preparing publicity, and to include in any publicity that exhibits are not available for public viewing during meetings in the Community Room. The library will mention the exhibit in its newsletters and online.

**Art exhibit events.** Artists wishing to hold an event in conjunction with their exhibits must abide by the Granby Free Public Library Community Room Policy for that event. The policy is available at the library.