



## Art Exhibit Procedures

### **Selection, Scheduling, and Logistics of Exhibits:**

Exhibits are arranged at the discretion of the Library Director through the Art Exhibit Coordinator, as space and circumstances permit. Exhibits may be booked up to one year in advance. The schedule and location of exhibits will be managed by the Art Exhibit Coordinator. At the discretion of the staff, gallery spaces may be subdivided to accommodate more than one exhibit at a time, and gallery space may be reserved for Billerica school exhibits or library-related business. In the interest of providing equitable access, normally no artist will be accepted for exhibition more often than once per calendar year.

### Artists interested in exhibiting should submit the following:

- A filled out Art Exhibit Application form, which may be obtained at the library or online;
- A sample of recent work typical of what will be exhibited (either in a website link or a sample of up to 10 photographs, printed or on a CD. Sample materials will only be returned if a self-addressed, stamped envelope is included with submission).
- If photos or a CD are not available, the artist will be contacted to appear in person at a meeting with samples of his/her actual work;
- Optionally, a brief Artist's Statement (250 words or less), a short biography, and of any relevant career information, which the library may use in any publicity and signage for the exhibit.
- Submission of applications, statements, and biographies may be emailed to [kmeagher@billericalibrary.org](mailto:kmeagher@billericalibrary.org). If emailing, images may not exceed a file size of 1MB. Alternatively, applications and accompanying materials can be mailed or delivered in person to:

Billerica Public Library  
Attn: Art Exhibit Coordinator  
15 Concord Road  
Billerica, MA 01821

### Exhibition Logistics:

- Artists must be prepared to hang their exhibits within the first two days of the assigned exhibit time. All artwork included in the exhibit must remain hanging for the entire exhibition period.
- The Billerica Public Library utilizes a special hanging system for artwork. Works must be framed with a wire across the back to accommodate this system. Other methods of hanging (tape, glue, tacks, nails, etc.) may be considered by the Exhibit Coordinator.
- Artists (or their representatives) must be prepared to hang their own work without assistance from library staff.

- The artist may produce a sign, which may include the artist's biography and/or a brief description of the exhibit, which will fit in an 8 1/2 x 11 inch display holder.
- The artist is also responsible for producing cardstock labels (approximately 2" x 3") for each art piece, if labels are desired.
- A member of the staff must approve the exhibit after it is hung, and may require changes in layout for appearance or safety considerations.
- A complete list of all the artworks contained in the exhibit must be left with the Library staff.
- Exhibits must be removed within the last two days of the exhibit period.
- The Billerica library does not provide storage space; all artwork must be removed from the library building immediately after the exhibit is dismantled. Any works not picked up by the end of the exhibit time may be considered the property of the Billerica Public Library.

#### Artist's Reception:

- The artist may schedule a reception during his/her exhibit, using the library's Meeting Room, subject to the terms and conditions of the library's Meeting Room Policy.
- The reception must be scheduled through the library's Meeting Room booking system, and should be arranged with the Art Exhibit Coordinator. The rooms are heavily used throughout the year; hence, a reception should be scheduled as soon as the artist receives his/her exhibit assignment. Requests for special table or chair arrangements in the Meeting Room should be made at the time of scheduling. No last-minute changes can be guaranteed.
- Responsibility for signage, refreshments, set up, and clean-up of a reception rests with the artist. Library staff is not available for assistance with receptions.

#### Sale of Artwork:

The library will not engage in selling or negotiating for the sale of artwork on behalf of the artist; however, pamphlets, price lists, business cards, or contact information for the artist may be left in the gallery. The Billerica Public Library receives no commission for any artwork sold. With the approval of the Art Exhibit Coordinator, sold works may only be removed from the exhibit if the artist has another similar work to exhibit in its place and an updated exhibit list is provided.