



Policy 800-4

Adopted Date: March 2004

Revised:

ART DISPLAY POLICY

The Seymour Library provides access to educational, informational, and cultural resources of the community and encourages artistic and cultural interests of the community by providing a free showcase for art by area artists.

Selection Criteria

Who may display artwork?

- Individuals, groups, and schools may submit artwork.

Suitability

- Exhibits must be of appropriate quality and content to be shown in a public setting to patrons of all ages.
- Exhibits must not be overtly commercial or political in nature or for the solicitation of business.
- Exhibits may not include defaming or obscene materials as defined by the courts. The Seymour Library Director or the Seymour Library Board of Trustees reserves the right to reject any or all items submitted for display.

Exhibition Procedure

- The artist is responsible for setting up and dismantling their exhibit during regular library hours. Library staff will not be available to assist with setting up or taking down of the exhibit.
- Artists are responsible for ensuring artwork is ready for hanging. Paintings, prints, drawings, and photographs must be suitably framed and wired.
- No nails, thumbtacks, adhesives, or picture hanging hooks can be used. Nothing may be hammered into the walls.
- The Library allows artists and photographers without charge, to display their artwork for a period of one month. Displays should be set up the first weekend of the month and taken down during the last day of the month.

Liability

- The Seymour Library does not carry insurance on items loaned for exhibit and is not responsible for any loss, damage, or theft of exhibits. The exhibitor is responsible for providing their own insurance coverage.

Sales

- Artwork on display will not be for sale through the library. Prices may not be displayed on labels.



Library Art Display Agreement

I, _____ hereby agree to abide by the guidelines of the above listed Art Display Policy of the Seymour library.

Date: _____

Seymour Library Art Display Procedure

The Library Director is the primary contact for the Seymour Library's art displays.

If the artwork is deemed appropriate, the Director will log the art display dates into the designated art display master calendar. The calendar is in the Library display Case binder which can be located at the Information Desk.

The Library Art Display Information forms are to be signed by the artist or photographer. Both forms are in the Library Display Case binder. The completed form is to be filed in the binder.

The Library Director will review the publicity procedures with the exhibitor.

If the artist or photographer is planning an opening reception, Information Staff or the Library Director will review the Seymour Library Meeting Room policy with them and reserve the Duryea Room for an available time and date during the exhibit.

Adopted: March 2004

Revised: August 2022

Library Art Display Information Form

Today's Date: _____

Month you would like to display your exhibit: _____

Name: _____

Address: _____

Phone: _____ **Email:** _____

Art Exhibit Opening Reception: YES____ NO____

If "Yes" please arrange date with library staff and review Meeting Room Policy

Notes: _____

