

# Wareham Free Library – Art Display/Show Policy

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## **EXHIBIT LOCATIONS:**

The Wareham Free Library art show/display area is located in the Community Room of the library. The purpose of this area is to provide a venue for the exhibition of the original works of local and regional artists, as well as personal collections and exhibits of historic and/or cultural interest to the community.

## **EXHIBIT OPERATIONS:**

The display area is under the auspices and, at the sole discretion, of the Library Director, with assistance from the Board of Library Trustees. The Library Director is responsible for reviewing and determining acceptance of artwork and collections and assigning the dates for exhibits.

A professional hanging system is installed in the meeting room.

The Wareham Free Library welcomes adult artists of all levels of experience, working in all types of media. The library does not discriminate on the basis of race, gender, religion or sexual orientation. Preference may be shown to local artists. Exhibit times may also be set aside for an exhibit of the work of local school students, coordinated through the school representatives.

Exhibits are scheduled for one or two months. Installation is determined for each exhibit depending on the availability of the exhibit space (which is also a community meeting room), and the schedules of the artist(s) and library representative.

## **EXHIBIT ACCEPTANCE:**

Since the exhibit area also serves as a public meeting room, the needs and sensibilities of all who use the space, including children, must be taken into consideration. Library administration maintains the right to reject any artwork or collection due to content, size or logistical concerns, and/or perceived aesthetic concerns. Art depicting weapons or violence, nudity, political agendas or other controversial topics will not be accepted. While your right to create this art is respected, such subjects are not appropriate in a multigenerational venue. It is understood, however, that the appreciation of the benefits received from art are subjective and individual. Every effort will be made to accept and display original works of art without acceptance being unduly tied to traditional or stereotypical notions of aesthetic beauty.

## **APPLICATION PROCESS:**

The Library Director, with assistance from the Board of Trustees, reviews artwork and collections to be exhibited in the library. New applicants should submit an email request to the Library Director, along with five to ten images of currently available artwork. Exhibits by more than one individual artist will be considered. Each artist must submit five to ten images of currently available artwork. Groups, such as art associations and clubs, may also request to exhibit at the library and may be considered as one application. The Library Director will review all requests to exhibit and assign an exhibit date.

The Wareham Free Library exhibit space is located in a public building. No security guard is present. Any artist or collector who requests to display at the library must sign a copy of this policy and agree to the waiver below:

**I understand and agree that the Wareham Free Library and its Board of Trustees and the Town of Wareham accept no responsibility for the theft or damage of any property or for any personal injury and that I represent all persons submitting work or assisting in hanging or removal of this exhibit in the Wareham Free Library.**

### **Basic Rules**

- All guidelines and regulations for the community meeting room apply.
- All exhibits must be located within the meeting room; any exhibits to be held elsewhere in the library building or grounds will require special permission from the Library Director.
- Installation or public viewing of exhibits may not interfere with library business or scheduled meetings/events taking place in the community meeting room.
- All exhibits and receptions shall be open to the public. No entrance fees may be charged to visit any gallery exhibit.
- Exhibitors will coordinate with the Library Director dates for installation and showing of exhibits. The artist and/or sponsoring group is required to attend the installation and removal.
- All exhibits must be safely mounted on the wall, or in display cases, using the library's display system. No adhesives may be used on the walls of the library.
- A public reception is encouraged, but not required, and will be at the expense of the artist. Receptions must be free and open to the public. The Library Director will coordinate the dates with the meeting room schedule. Reception plans must be approved by the Library Director.
- Exhibits will be publicized on the library's website, at its discretion. Any press releases issued by the artist must be approved by the Library Director and follow Library policies.
- Members of the library staff are not responsible for installation, staffing, or security of exhibits, nor may they take part in sales transactions.
- Artists should review the "Meeting Room Policies" on the library's website [www.warehamfreelibrary.org](http://www.warehamfreelibrary.org).

### **SALES:**

- Artists may designate their own original exhibited works as being for sale under the following conditions:
- No price tags or "sold" stickers are to be visible on the exhibited works. A contact sheet may be made available to visitors on the meeting room shelf or entry table.
- No artwork on display may leave the library, due to sale or other reason, before the end of the exhibit.
- Additional items such as prints and notecards may be offered for sale during the artist's (optional) reception.
- All sales transactions are between the artist and buyer. The library staff may not take part.

Artists are not charged a fee to exhibit their works, but are requested and expected to donate 20% of any sales made through exposure at the Wareham Free Library to the

Friends of the Wareham Free Library. Contributions are on the honor system, however any artist believed to be out of compliance with this expectation may be denied the privilege of exhibiting in the library in the future. Contributions are used primarily to support the ongoing work of the Friends of the Wareham Free Library.

**I HAVE READ, UNDERSTAND AND AGREE TO THE WAREHAM FREE LIBRARY ART  
DISPLAY/ SHOW POLICY**

\_\_\_\_\_ Date\_\_\_\_\_

Printed name:

Approved by the WFL Board of Trustees November 4, 2025