

WELLESLEY FREE LIBRARY

EXHIBIT POLICY

APPENDIX A: Procedures for Mounting an Exhibit

1. Exhibit setup is assigned by the Library No part of the setup process may start on Library property before the assigned day.
2. Exhibits are generally of one-month duration. Exhibits are open to the public during regular library hours; no admission fee may be charged.
3. The Library provides space and hangers but no other service in regard to personal staff assistance, materials, setup or takedown assistance or other related expenses. Exhibitors must use the hanging system provided by the library.
4. All exhibits must use areas with picture rail. Lighting, A/V material or electronic media supplied by the exhibitor must first be approved by the Art Review Committee and should be noted on the application.
5. Paintings, photographs and artwork must be framed and numerous enough to fill the display space allocated. As a guideline, the Wakelin Room can handle approximately 25 works approximately 24" wide.
6. The exhibit must not impede traffic flow in the lobbies, hallways or safety exits. Any use of the floor space adjacent to an exhibit must not impede access to other room uses.
7. One easel or other prominent display board may accompany exhibits and should include information related to the sponsor and the topic of the exhibit. The library will provide an easel if requested.
8. The exhibitor may mount small cards describing each exhibited item. Prices may not be mounted on the exhibited items.
9. Any identifying information should be affixed to the artwork or to the wall with Elmer's tack putty or the equivalent.
10. Additional explanatory material and handouts may be provided. A table will be provided by the Library for such purpose. Handout material may include prices of exhibited items for sale. Exhibitors are solely responsible for the supply and maintenance of this material.
11. Receptions may be arranged only for exhibitors whose work hangs in the Wakelin Room. Refreshments may be served at receptions within the Wakelin Room. **Alcoholic beverages are not permitted.** No receptions may be held for exhibitors whose artwork hangs only in the Lobby.
12. No sales or other commercial business transactions are permitted on WFL property. WFL Staff are not permitted to act as agents for any exhibitor.

Revised: June 4, 2012