



ART AT THE GLEASON VISUAL PROJECTS PROGRAM

*Approved by the Library Board of Trustees, May 12, 2014;
Updated August 6, 2015*

Art at the Gleason: Mission

The Art at the Gleason: Visual Projects Program provides exhibition space at the Gleason Public Library for work by a variety of artists working in all media. Its goal is to enhance and increase the community's appreciation of the arts; to broaden horizons by presenting a wide range of arts, collections and displays; to support community, cultural and artistic activities; to nourish intellectual, aesthetic and creative growth; and to add visual stimulation and change to the library environment and encourage the installation of works in areas of the library as deemed suitable per artist/exhibit. The program will include work by artists who create site-specific installations and encourages attention to site and conceptual issues in the installation of all work.

Art at the Gleason: Policies & Procedures

1. All artists must complete and sign the Art at the Gleason Exhibit Contract found on page 3. All contracts must be reviewed and approved by the Library Curators. Approval or disapproval is at the discretion of the Library Curators, working in coordination with the Library Director. The final authority for approving all exhibits is the Library Board of Trustees¹. Upon approval, the Library Curators will work with the artist to schedule a mutually agreeable exhibit schedule.
2. The Library shall provide designated areas in the Library for the exhibit of art work during regular Library hours (see gleasonlibrary.org). Approved exhibition areas are indicated on the floor plan on pages 4 and 5. All artwork must be exhibited using the provided hanging hardware or the exhibit cases. All pieces intended for wall display must have wire hangers to be compatible with the Library's hanging system. The Library Curators shall install all artwork in a manner that is deemed optimal for each piece and for the exhibit in its entirety.
3. All exhibits shall be set up and removed on the dates approved by the Library. The Library Curators shall supervise set-up and removal of the entire exhibit, arranging loading and unloading, etc. at a time convenient for the Library. No artist may change, add to, or remove any items in an exhibit during its scheduled time, unless authorized by Library Curators or the Library Director.
4. The Library will not provide storage space for exhibit materials before or after the specified dates of an exhibit. It is the artist's responsibility to deliver and pick up artwork from the Library at designated times, as determined by the Library Curators. Any artwork left at the Library for more than 30 days after an exhibit is complete shall become the property of the Library.
5. The Library does not insure exhibits. Insurance is the sole responsibility of the lender. All reasonable precautions will be taken to protect exhibits, but the Library cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items. Prior to displaying, all exhibitors **must** sign the Exhibit Contract, thereby releasing the Library from any responsibility for loss or damage to an exhibit displayed at the Library.

¹ Please note that materials exhibited in the Library do not necessarily represent the view of the Library staff, administration, Board of Trustees, or Library Curators, and exhibition does not imply their endorsement.





6. The Library Curators, the Library Staff, and the artist will work together to publicize the exhibit.
 - a. The artist **must** provide:
 - an exhibition summary (<200 words) and a hi-resolution representative image [minimum 200 dpi]
 - a flier announcing the show, to be displayed in the Library's East entrance display case
 - a resume and/or biography
 - a typed item list, including prices if items are for sale
 - b. The artist **may** elect:
 - to provide exhibition announcements in the form of a standard size post card (3.5-4.5"x5-6") at their own expense
 - to provide business cards with contact information at their own expense
 - to provide marketing materials for affiliated non-profit organizations (marketing materials for for-profit organizations are not permitted)
 - to participate in an evening reception [\$200 total expense to be shared among participating artists; complete details found on page 6]
 - c. The Library Staff/Library Curators will provide:
 - postage for the mailing of the exhibition announcements to the Friends of the Library mailing list (all other postage will be provided by the artist)
 - an announcement on the Library's website and email newsletter
 - refreshments for an artists' reception, typically held on a Sunday afternoon on the 2nd floor of the Library (alcohol is prohibited) in lieu of an evening reception
 - coordination with the Carlisle community newspaper, the *Carlisle Mosquito*; a reporter will contact the artist to schedule an interview.
 - d. Additional marketing materials are not allowed in the Library
7. Items on exhibit may be made available for purchase. Purchase of artwork shall be handled exclusively through the artist and no sales may take place on Library property. If exhibit items are for sale, prices may be placed on the labels next to each piece and in a separate price list, to be left at the main circulation desk. A 20% commission is requested as a donation to the Gleason Public Library Endowment for any exhibit items sold as a result of exhibition at the Library. All sold items shall remain on display for the duration of the scheduled exhibit.
8. The Library's use of display areas takes precedence over any other use.
9. The Library Board of Trustees reserves the right to amend these regulations at any time. The Library Director may deny or cancel any application for art display and may waive any display policy.

Please direct all queries to the Library Curators:

Andrea Urban: andreaWU@comcast.net

Amy Livens: amy@livens.org

Jean Barry: jean.j.barry@gmail.com

Emily Stewart: embstew@yahoo.com





ART AT THE GLEASON VISUAL PROJECTS PROGRAM EXHIBIT CONTRACT

Name: _____ Phone: _____

Address: _____

Email: _____

Website (optional): _____

Exhibit Title: _____

Exhibit Description (<200 words): _____

I have read and agree to the terms and conditions of exhibiting at the Gleason Public Library, as outlined in the *Art at the Gleason Policies and Procedures*.

Signature

Date

Completed forms should be returned to:
Art at the Gleason, Curator
22 Bedford Road
Carlisle, MA 01741

or emailed to:
Andrea Urban: andreaWU@comcast.net
Amy Livens: amy@livens.org
Jean Barry: jean.j.barry@gmail.com
Emily Stewart: embstew@yahoo.com

To be completed by Library Curators

Exhibit Dates: _____ Installation Date: _____

Reception Date: _____ Take-Down Date: _____





ART AT THE GLEASON VISUAL PROJECTS PROGRAM 1st FLOOR DESIGNATED EXHIBIT AREAS

■ Wall Hangings Permitted with Library-Provided Hardware

■ Wall Hangings Prohibited

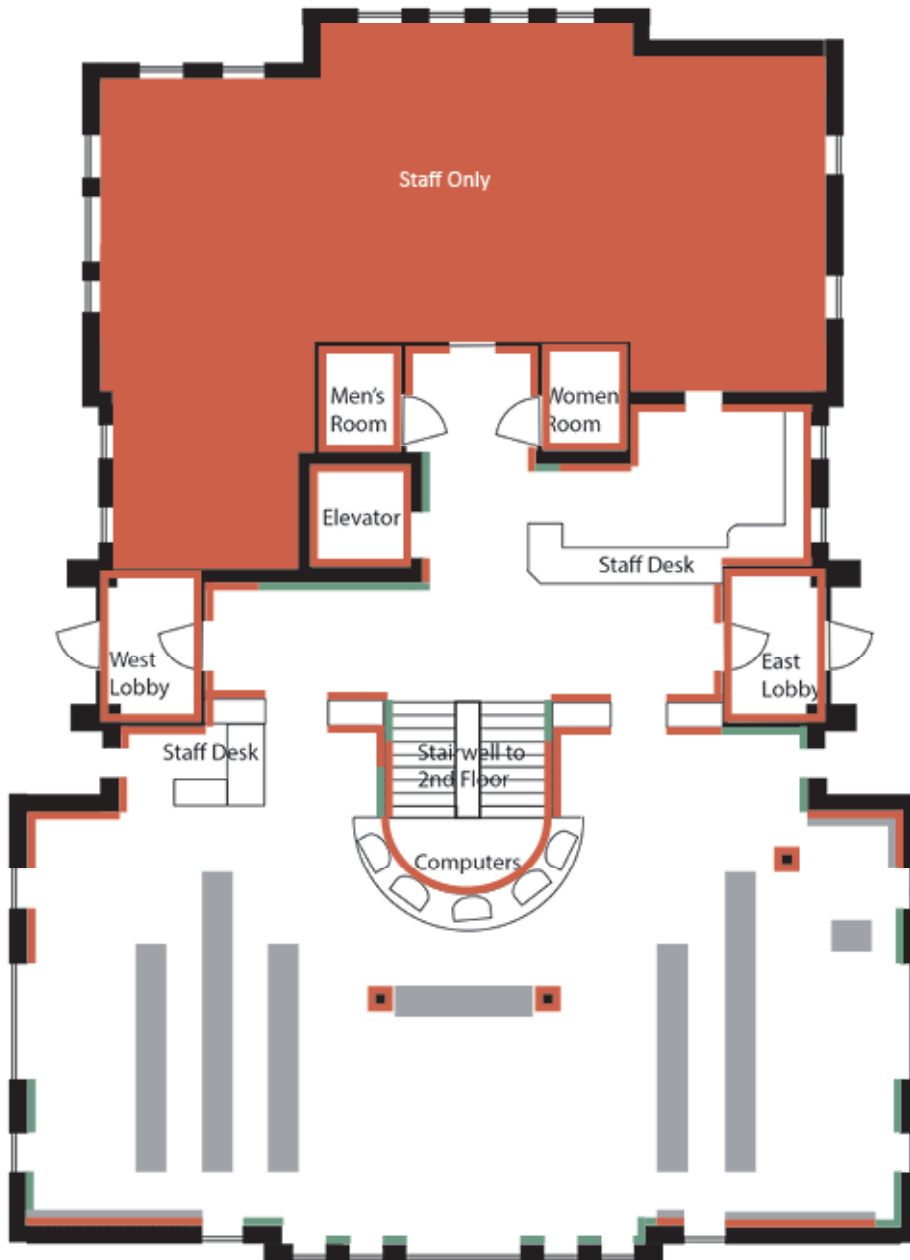


Exhibit Cases: 1st Floor
width x depth x height
24.5" x 18.5" x 17"
26" x 22" x 30"
36" x 12" x 18"
38" x 24" x 22"

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Emily Stewart: embstew@yahoo.com





ART AT THE GLEASON VISUAL PROJECTS PROGRAM 2nd FLOOR DESIGNATED EXHIBIT AREAS



Wall Hangings Permitted with Library-Provided Hardware



Wall Hangings Prohibited



Exhibit Cases: 2nd Floor
width x depth x height
36" x 12" x 18"
22" x 80.5" x 20"

Please direct all queries to the Library Curators:

Andrea Urban: andreaWU@comcast.net

Amy Livens: amy@livens.org;

Jean Barry: jean.j.barry@gmail.com

Emily Stewart: embstew@yahoo.com

