

Leonia Public Library

Exhibit Policy

The Leonia Public Library welcomes the opportunity to allow local artists to exhibit in our building, as part of its mission as an educational, recreational, cultural and archival center to the community.

Scheduling

- Exhibit space is scheduled on a first come first served basis.
- Exhibitors must sign the “Exhibit Agreement” form.
- The Library shall have the final decision on the content and arrangement of all exhibits/displays. ▪ The Library expressly reserves the right to reject any display in whole or in part which it deems in its sole discretion to be inappropriate based upon local community standards.
- Art exhibits are scheduled for a full month from the 1st day of the month through the last day of the month.
- If for any reason the exhibit or display is delayed, please notify the Library immediately so that staff can reschedule if possible.

The library reserves the right to reserve exhibit space to highlight library collections, programs and activities.

To schedule an exhibit visit the library or contact:

Michelle Malone, Library Director, 201-592-5770, malone@leonia.bccls.org

Exhibit Space

Main Level:

- Three large walls in the main reading area.
- Two small walls which typically hold one canvas each.
- A two-section display case on the wall near the entrances. The entire case or one side of the case can be used, depending on the size of the exhibit and availability of the space. Each half of the case measures 58” wide x 44” high by 10” deep. There are six adjustable and/or removable glass shelves which measure 28” wide x 9.5” deep. The case can be used with or without sliding glass doors which can be locked.
- Small pieces of sculpture can sometimes be displayed on the top of bookshelves on the main level.

Lower Level:

- Wall space on either side of the hallway. Please note that this area has much less foot traffic than the main level.
- For collections, there are three glass display cases on the lower level. Small pieces of sculpture may also fit in these cases. Each case measures approximately 62” long x 30” deep x 8 ½” high. The opening to insert display items is approximately 6 ½” high x 28 ½” long.

Exhibit Installation

- The exhibit space will be available from the first day of the month through the last day of the month. ▪ All transporting of items for exhibits from cars and within the Library is the responsibility of the exhibitor.
- Artists are expected to setup and take down their own exhibits during library business hours. ▪ If an exhibitor fails to install an exhibit on the scheduled day, the Library reserves the right to cancel the

exhibit unless prior arrangements are made.

- Frames and canvases must be hung using the hangers provided by the library. Additional supplies are the responsibility of the exhibitor.
- Items being affixed to the walls **must be mounted using ONLY** removable tape. ▪ To protect the walls from marks or other damage when hanging posters, utilize the hangers provided by the Library first.
- No regular tape or other adhesives such as sticky tack or poster putty will be allowed to be affixed on the walls, moldings, furnishings or display cases.
- Exhibitors are expected to take down their exhibit by the last day of the month and remove their artwork from the library building.
- If an exhibitor fails to remove an exhibit on the agreed day, the Library reserves the right to remove the exhibit, at the exhibitor's risk.
 - The Library has no storage facility for the property of groups or individuals displaying in the Library.

Publicity

- Artists may choose to provide a biographical sketch on their work to the library for publicity. ▪ Publicity for art exhibits is the responsibility of the artist, including press releases. The library may provide promotional support with resources such as flyers, social media and the library website. ▪ Depending on availability, the library may provide a stand to display a poster provided by the artist announcing the exhibit.

Sales

- The library does not act on behalf of the artist or a prospective buyer.
- The artist may choose to provide a price list and business cards.
- Library staff will give these materials to interested patrons who can contact the artist directly regarding purchase of their work.

Opening Receptions

- Artists who are Leonia residents may request one reception for their exhibit which will be scheduled at a time mutually convenient for the artist and library.
- The artist is responsible for all refreshments served as well as set-up and clean-up. ▪ Space is limited and library staff will determine a location for the reception to minimize the impact on the daily use of the library and potential for damage.
- Kitchen facilities are not available.
- Receptions should be scheduled to begin at least 1 (one) hour after the library opens and to end at least 1 (one) hour before the library closes to allow ample time for set-up and clean-up during library business hours.
- Receptions should last no more than two hours.

The Library reserves the right to modify this policy at any time.

Approved by the Board of Trustees of Leonia Public Library on November 18, 2015.

Revised February 21, 2017