

GUIDELINES FOR ART EXHIBITS AT EASTTOWN LIBRARY

The Easttown Library encourages artists to display their original works of art. Exhibits are governed by the following guidelines:

- Library staff will schedule the exhibit for a predetermined month. As the month for the exhibit approaches, set-up and removal dates will be specified.
- Exhibit reservations are accepted on a first-come, first-served basis
- Interested artists shall submit a completed **Application for Art Exhibits at Easttown Library**.
- A representative sample or photos of works to be exhibited, or a website address where examples can be viewed, must be provided.
- Artwork should be suitable for viewing by people of all ages. Any artwork that is not appropriate for viewing by people of all ages and/or does any of the following shall not be permitted as part of or shall be removed from the exhibit:
 - Is likely to or does materially or substantially interfere with library operations or otherwise violates library policies or regulations.
 - Infringes upon another person's rights through plagiarism, copyright infringement, or unfair imitation of another person's program, idea or copy.
 - Contains slanderous, obscene, profane, vulgar, or offensive matters, either in theme or in treatment.
 - Promotes, advocates, incites or urges the use of force, violence, or the violation of federal, state or municipal law, or library policy or regulation.
- The final decision to accept an exhibit rests with the Library Director or their designee.
- A visit to the Library prior to exhibiting is encouraged to view the space available and the hanging system.
- There is limited space for sculpture and other three-dimensional artwork.
- All artwork must be framed, mounted, and ready to be hung.
- The artist is responsible for hanging and removing exhibition pieces.
- An identifying card should be attached to the frame of each piece and should include the title of the work and the artist's name. No signage may be taped to the walls.
- The artist is responsible for providing a printed list of the artwork labels, including prices if the art is for sale.
- Artists are encouraged to post a statement about their exhibit.
- For public relations purposes, the artist or organization exhibiting will provide the library with a one-page biography/description of the artist and the styles and mediums used to create the art.
- A 20% commission will be paid to Easttown Library based on the total value of the sales made during the exhibit.
- Should the need arise to remove the art work for maintenance purposes or if the work is left past the specified removal date, every effort will be made to contact the exhibitor so that the artwork can be removed. However, in the event that the Library is unable to contact the exhibitor, library staff will move or adjust exhibit.

- In special cases and at the Director's discretion, a formal opening for art exhibit may be arranged.

Permission to display materials does not signify endorsement or sponsorship by the Library of the individuals or organizations that furnish the exhibits or the items exhibited.

To the extent the Library permits art exhibits for commercial gain on its property, the Library is likely to be deemed to have established a limited public forum. The Library may impose restrictions on the type of speech expressed in this limited public forum without violating the First Amendment's Right of Free Speech, provided that such restrictions are viewpoint neutral (e.g., the restrictions are based on the general topic and content of the artwork for sale rather than on the speaker's particular viewpoint) and are reasonable in light of the purpose served by the forum (to avoid disruption, controversy, etc., in a public library context).

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