

Charlton Public Library Exhibit Policy

As part of the Charlton Public Library's (CPL) mission to provide free and open access to all people, enriching their lives by creating connections, advancing knowledge, and inspiring creativity, the CPL provides space for art displays and exhibits.

Availability & Eligibility Requirements

While a preference is given to local residents, all artists are encouraged to apply. Applications are reviewed by the Library Director on a rolling basis for acceptance. Bookings are made for the current or next calendar year based on available space. Applications are reviewed in the order in which they are received. Selection to exhibit and assignment of space is made at the discretion of the Director and is final.

Exhibitors who have been accepted will receive an email confirming their acceptance to exhibit at the Charlton Library and the assigned date of their exhibit. Following acceptance of the assigned date by the artist, the Library will send a confirmation email detailing dates for installation and removal of the exhibit.

Before making a repeat request for exhibit space, applicants must wait a year from the date of their most recent exhibit and cannot have multiple exhibits within a 24-month period unless the Library's exhibit space has not been filled. Follow-up exhibits should contain new works rather than works previously exhibited at the Charlton Library.

The exhibitor or a responsible party representing the exhibitor must sign the application and assume responsibility for compliance with this policy. Penalties for non-compliance may include, but are not limited to, immediate termination of the exhibit, permanent banning from exhibiting, and/or payment for damages.

Content

All exhibits, whether generated by the public or the library staff will be considered in terms of the criteria listed below.

- Responsibility for the selection of exhibits resides with the Library Director (or their designee), under the supervision of the Board of Trustees.
- Granting of permission to display materials does not imply Library endorsement of content or points of view.
- The final decision as to the suitability of a display will be made by the Library Director.
- The Library Director may reject an exhibit that does not fit with the mission of the Library, or that is not neatly and attractively presented.
- All exhibits must be appropriate for family viewing. Any subject matter deemed inappropriate may be excluded at the discretion of the Library Director or their designee.

Signage and Publicity

The Library publicizes all exhibits, including on our website and in our newsletter.

If artists would like additional publicity materials, they will have the opportunity to submit postcards or equivalent materials to the Library for approval. To maintain consistency across exhibits, the Library prepares all signage for art exhibits, featuring:

- Artist statement
- Artist biography
- List of works

Sale of Artwork

Exhibits may include printed materials provided by the exhibitor describing how displayed materials may be purchased and their cost. Such printed material should be neatly displayed in a location designated by the Library and maintained by the exhibitor. The Library requires that Exhibitors or their agents must be present if a sold item is to be retrieved from an exhibit. CPL Staff is not permitted to act as agents for any exhibitor. Exhibitors or their agents may not transact any additional sale or commercial business related to the exhibit on Library property.

Liability

Artists must be aware that because the Gallery and other art display areas in the building are public spaces that are not regularly monitored by Library personnel, the Library cannot guarantee the security of the artwork. Likewise, the gallery space will not remain static during the entirety of the exhibition. The space will continue to be used as a meeting space. Neither the Charlton Public Library nor the Town of Charlton is liable for any damage, loss, disappearance or theft of any artwork, exhibit item or any other part of an exhibit or any financial damages or bodily harm caused by, or related to, an exhibit. The exhibitor assumes all risks.

ART AND EXHIBIT SPACE

Procedures for Mounting an Exhibit

- Exhibit setup is assigned by the Library. No part of the setup process may start on Library property before the assigned day.
- Artwork may not be dropped off at the Library prior to the installation date.
- Exhibits are generally of one-month duration. Exhibits are open to the public during regular Library hours; no admission fee may be charged.
- All pieces need to be ready to hang on the Walker rods at the time of installation. Nothing may be affixed directly to the walls.
- The Library provides space and hangers but no other services in regard to personal staff assistance, materials, setup or takedown assistance or other related expenses.
- 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 Director and should be noted on the application.
- The exhibit must not impede traffic flow in the lobbies, hallways or safety exits. Any use of the floor space is not allowed.

- One easel or other prominent display board may accompany exhibits in the Community Room and should include information related to the sponsor and the topic of the exhibit. The easel must not impede access within the room or to other rooms.
- The exhibitor may mount small cards describing each exhibited item. Any identifying information should be affixed to the artwork or to the Walker rods with clips, painter's tape or the equivalent.
- For the Community Room and foyer exhibits additional explanatory material and handouts may be provided on a table designated 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.
- Receptions contained within the Community Room may be arranged only for exhibitors whose work hangs in the Community Room. Refreshments may be served at receptions within the Community Room. Alcoholic beverages are not permitted.

Approved by the Board of Library Trustees on August 21, 2025