

Art Exhibit Policy

Abbott Library, Sunapee, NH

All exhibits must be arranged in advance and approved by the Library Director or Assistant Director.

Exhibits will be limited to one month. Extensions may be granted at the discretion of the Library Director.

The artist will be responsible for setting up and removing the exhibit in a timely manner. Work will be hung using the existing moldings and hanging brackets installed for that purpose.

Identification of the artwork and artist will be limited to a 2" by 3 ½" card. Only the title of the art, the artist's name and "more information and price list is available at the front desk" is allowed on the card. This card can be taped by the art work using special tape available from the Library.

A statement about the artist and the artwork exhibited, as well as a separate price list, may be kept at the front desk.

Proceeds from the sale of any exhibited piece will go directly to the artist. All negotiations are strictly between the artist and the purchaser. The Library does not ask for a percentage; however donations are gratefully accepted.

Sculpture, depending on its size, may be suitable for display. Its placement must be approved by the staff member on duty at the time of set up.

If there is to be an opening reception, meeting room policies will prevail and a Meeting Room Request form will need to be completed. There is no charge for use of the meeting room; however a donation for meeting room usage is always appreciated.

Publicity is the exhibitor's responsibility.

The Library is not liable for theft or damage to the display. It is the artist's responsibility to obtain insurance if they so desire. The Library will make every effort to protect and exhibit the work appropriately.

Items are to be picked up no later than the last day of the scheduled exhibition. Work that is not picked up in a timely manner will be stored by the Library for up to 6 months. After that, the work will be considered a donation to the Library and the Art Donation Policy will apply.

Approved by the Abbott Library Board of Trustees September 20, 2016

Revised and approved by the Abbott Library Board of Trustees October 19, 2023