

WEST HARTFORD PUBLIC LIBRARY

ART GALLERY EXHIBIT POLICY

1. The purpose of the gallery of the West Hartford Public Library is to present exhibits in all media that would serve to stimulate the appreciation and knowledge of art in the West Hartford community. Priority will be given to local and Connecticut artists.
2. Artists interested in exhibiting their work should submit or make available slides, photographs, or examples of representative work and, where applicable, a list of galleries, museums and/or shows where their work has been exhibited previously. Responsibility for acceptance or rejection of collections and individual works for exhibit rests with the Art Gallery Review Committee, which is appointed by the Library Director.
3. The artist will work with library staff in placing the artwork to develop an effective exhibit. The actual hanging and removal of the exhibit will be the responsibility of the artist. All work must be properly framed and ready to hang. Any artwork that is not suitably framed may be refused for exhibit. Exhibits will be completed 24 hours in advance of the planned opening.
4. The artist will keep the work on display for the complete period as scheduled and will remove the exhibit promptly at its completion.
5. The artist will provide a complete list of the works on exhibit along with the price and/or value of each item. The town provides limited insurance protection.
6. The library reserves the right to publicize the exhibit and related events.
7. Library staff are not authorized to act as agents in the sale of art displayed in the gallery.

**Approved by the West Hartford Library Board
December 17, 2002**