



BROOKS MEMORIAL LIBRARY

 224 Main Street, Brattleboro, VT 05301

PUBLIC EXHIBIT REGULATIONS and APPLICATION FORM

Brooks Memorial Library and its Board of Trustees endorse the Library Bill of Rights and offer the library's services to all groups and individuals regardless of beliefs or affiliations.

The Librarian in consultation with the Public Exhibits Coordinator reserves the right to refer to the Board of Trustees decisions regarding meetings or exhibits which he/she feels may have serious consequences for the Library. Individuals or groups denied access have the right to appeal to the Library Trustees. The Trustees will meet with the individual or group within two weeks of appeal.

Library Exhibit Areas:

- Main Floor: panels, mezzanine wall visible from main floor, exhibit cases (if any)
- Mezzanine: exhibit cases
- Second Floor: exhibit cases, wall opposite Children's Room
- Children's Room (exhibits for children only; arrangements to be made with Children's Room staff)

Regulations:

1. Arrangements for an exhibition may be made as much as one year in advance, but not more than 15 months in advance. Exhibits are usually on display for two months, beginning the first of a month.
2. Prospective exhibitors will complete an Application for Public Exhibit to request display space and schedule. Application forms will be available at the Library or from the Public Exhibits Coordinator, Christine De Vallet, cdevallet@gmail.com. The completed Application will remain on file at the Library, and the Coordinator and the exhibitor will each receive a copy.
3. The Library does not insure articles exhibited and is not responsible for theft or damage. Exhibitors must make their own arrangements for insurance.
4. The Library does not participate in any sale transactions related to exhibited items. If exhibited items are available for purchase, the exhibitor must assume all responsibility for such transactions.
5. The Public Exhibits Coordinator, as the liaison between the Library and exhibitors, will:
 - a. View the artwork or other display of prospective exhibitors in order to assign suitable display space and arrange an exhibit schedule
 - b. Maintain the Library's exhibits calendar, and record the exhibit area, schedule, and exhibitor's name and phone number in the Library's master calendar of meetings and events kept at the main desk
 - c. Provide exhibitors with the Library's written guidelines to assist them in preparing, installing, labeling, and publicizing displays
 - d. Be available for consultation and assistance with exhibit installation

(continues on reverse)

- e. Work with exhibitors to organize modest “meet the artist” openings, possibly to coincide with Brattleboro’s monthly Gallery Walk, from 5 to 6 pm (note: since the Library closes at 6 pm on Fridays, full Gallery Walk participation is impractical)
6. It is the exhibitor’s responsibility to:
- a. Install and take down the exhibit on the agreed-upon dates and remove all materials associated with the exhibit. **Note that all items to be hung, except unmounted and unframed paper and unstretched canvas, must have appropriate hanging devices (wires or hooks, etc.) fixed to their backs.**
 - b. Provide the Library with an inventory of items exhibited, and with additional descriptive material, artist biography, and/or exhibitor contact information, as appropriate, to be available to the public at the Library
 - c. Prepare labels for the exhibit
 - d. Publicize the exhibit
 - e. Provide a means for viewers to offer their responses to the exhibit, if desired

Application for Public Exhibit at Brooks Memorial Library

Name _____ Date _____

Address _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Web site _____

Description of display/exhibit

Dates of exhibit _____ Installation date _____

Opening planned? no yes Take-down date _____

Date/time _____

Exhibit area

• Main Floor: panels mezzanine wall exhibit cases other _____

• Mezzanine: exhibit cases

• Second Floor: exhibit cases Children’s Illustrators’ Book Case

I have read the Brooks Memorial Library Public Exhibit Regulations and understand the contents:

Applicant’s Signature _____ Date _____ Librarian’s initials _____
