ART & EXHIBITS POLICY

In support of the Needham Free Public Library's Mission and Vision Statements and the Strategic Plan, the Library Board of Trustees encourages the use of the library's exhibit spaces for artistic and cultural displays. Exhibit spaces include:

The Friends' Gallery
The two display cases near the Highland Avenue entrance

The walls of the Friends' Gallery can accommodate paintings, photographs and other appropriate two-dimensional works. In the Library display cases, the Trustees encourage the exhibit of small artworks, individual collections, and crafts for community enrichment. The walls of the N.C. Wyeth and R.F. Bosworth Rooms are not available for displays.

To be as equitable as possible with limited space and great demand, no person or group may display more than once in two years or as determined by the Board of Library Trustees. An artist's inclusion in a group show does not preclude a solo exhibit.

If works are for sale, exhibitors may submit a price list to be posted near the work. Artists may schedule a social gathering either near the gallery inside Highland Avenue entrance or in the Library Community Room dependent on availability and the discretion of the Director. No admission fees may be charged to view the exhibits.

Displays may be scheduled up to eighteen months in advance.

Exhibits will be limited to thirty (30) days with exceptions as approved by the Board of Trustees.

Neither the Library nor the town of Needham assumes any responsibility for loss or damage to items on display. Exhibitors will be required to sign a release form.

Library Art and Exhibits Subcommittee
The Board of Trustees will appoint a Library Art and Exhibits Subcommittee consisting of:

- One trustee, who will chair the committee
- The Library Director (or designee)
- The Reference Librarian/Programming Specialist
- A member of the Friends of the Library
- A member of the Needham Art Association or a local artist or craftsperson

Subcommittee members will be nominated by the subcommittee chair for approval by the Board of Trustees.

The Library Director (or designee) and the Reference Librarian/Programming Specialist will be permanent members. The Chair shall be appointed each year by the Board of Trustees. Other members will be asked to serve a three-year term. The subcommittee will meet as necessary to choose and to schedule art exhibits for the Friends' Gallery and designated display cases. The Board of Trustees will approve/disapprove the subcommittee's recommendations at a regularly scheduled meeting.

A person whose work is rejected by the subcommittee or Board of Trustees may appeal the decision to the Board of Trustees. The decision by the Board of Trustees will be final.

Subcommittee members will not be eligible to display their own works while they serve on the subcommittee except as part of a group show.

The subcommittee will endeavor to choose exhibits and displays that represent a variety of media, subject matter, and styles.

The subcommittee is subject to the Massachusetts Open Meeting Law which requires the committee to hold open meetings, post the committee agenda 48 hours in advance (excluding Saturdays, Sundays, and holidays), and take and approve meeting minutes.

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