

# Gallery Exhibitor Guidelines

The Watertown Free Public Library hosts monthly exhibits in the T. Ross Kelly Family Gallery on the second floor of the Library. You may request to display your work on the hanging displays, in the glass display case, or both. However, it is not guaranteed that both will be available simultaneously.

## Hanging Displays

Works must be prepared to hang on our metal gridded panels. Work must be matted or framed, with a wire across the back to accommodate our hanging system. Glass is not necessary. Loose drawings may be hung using clips. Artists are responsible for hanging their work. Artists are also responsible for creating labels for their art, if desired. There are 13 panels on which to hang that are approximately 48x78 inches. It is suggested that the artist survey the space prior to exhibiting if the number of pieces to display is in question. **Artists may not move the display panels without consulting with the gallery curator.** The gallery floor must remain wheelchair accessible.

## Glass Display Case

The display case measures 48”L x 66”H x 16”D and has 6 adjustable shelves inside made of tempered glass. The case has locks to keep materials inside protected. You may borrow the key while setting up/removing your pieces from a Reference Librarian at the Reference Desk. Artists are responsible for creating their own labels and signs for their art, if desired. Please note that nothing may be taped on the outside or inside of the case and nothing may be placed on top of the case.

## Set Up Information

It is the responsibility of the artist to set up and take down their exhibit. Artists must set up their exhibit during regular library hours on the first of the month and take down their exhibit before the last day of the month unless otherwise arranged with the curator. There is no space for the curator to hold artwork.

## Opening Receptions

An artist may wish to arrange an exhibit reception in the Raya Stern Trustees Room adjacent to the gallery. The artist is responsible for all reception arrangements which include booking the room, catering if desired, obtaining a food permit, setting up and breaking down, and leaving the room clean. An artist should not assume the Raya Stern Trustees Room is reserved for a reception until confirmation from Library Administration is received. Room reservations may be made through the library website or through the administration office at 617.972.6434.

Serving food in the library requires a permit, unless catered by the Red Leaf Café. The artist must possess this permit on the day of the reception if food is served. The permit application can be found at [watertownlib.org/gallery](http://watertownlib.org/gallery). All questions regarding food permits should be directed to the Watertown Board of Health.

## **Publicity**

All publicity must be reviewed by the curator of the gallery and by library administration before publication. This includes press releases, signs, postcards announcing the exhibit, articles, newsletters, brochures, professional email announcements, etc. Artists are responsible for their own handouts.

The curator requires one image of work from the artist for library publications. The library will publicize the artist in the WFPL bi-monthly printed newsletter and in the monthly e-newsletter based on the biography information provided in the application. Any information an artist wants considered for publicity should be provided to the curator with the application. Information submitted to the curator after curator's deadlines will not be considered for library publicity.

## **Sales**

A list of works with pricing may be included; however, all sales go through the artist.

The WFPL takes no commission for work sold. Price lists should be made available to library patrons in exhibit spaces if the artist chooses to create them. Otherwise please create a sign to read "If you are interested in purchasing one of these pieces, please call \_\_\_\_\_ or email the artist at \_\_\_\_\_ for more information."

## **Insurance**

The WFPL does not hold insurance for art work on exhibit and is not responsible for loss or damage of the artist's work.

## **Gallery Hours**

Please plan set up and removal of exhibits according to the library schedule.

Monday – Thursday	9 AM – 9 PM
Friday	9 AM – 7 PM
Saturday	9 AM – 5 PM
Sunday	1 PM – 5 PM

## **Frequency of Artist Exhibitions**

If you have exhibited at the WFPL before and have an interest in doing so again, please note that exhibitors may only showcase work once every two years. If you'd like to find out when you last exhibited, please contact the curator, Jamie Kallestad, at [jkallestad@watertown-ma.gov](mailto:jkallestad@watertown-ma.gov).