



303 CLINTON STREET, WOONSOCKET, RI 02895

PH: 401-769-9044

Exhibit Policy as Approved by the WHPL Board of Trustees

Individuals and organizations shall be invited to provide temporary exhibits of art, crafts, books, or collectibles for the Library's large exhibit case and for the program room exhibit area for hanging art.

The Library reserves the right to screen potential exhibits for type, suitability, quality and space requirements. The planning and scheduling for exhibits shall be the responsibility of the Readers Advisor position and the screening of exhibits shall be the decision of the Library Director.

The Library shall not be responsible for loss, theft or damage to exhibit materials while on the premises. Exhibitors shall be required to sign a release form. Nails, screws, tape or other adhesives may not be used on the exhibit walls or cause damage to the display case.

The Library staff may not participate in the sale of exhibit materials; no money shall be collected on the library premises. The staff shall provide contact information, if the exhibitor shall have provided it, to individuals interested in purchasing materials. Selling prices may not be affixed to art or other objects on display.

Because the exhibit area is in a public service area, openings and artist gatherings may not be held in the exhibit area. You may reserve the program room space for this purpose, if available. There shall be no charge to the exhibitor or to the public for any exhibit.

Exhibitors may book each display area *once a year; that is, they may have one glass case display and one wall display yearly.* However, the Library may occasionally "hold over" an exhibit for more than one month with the permission of the artist, at our discretion. *Exhibitors are welcome to schedule the glass case and the wall together if both are open for the month in which they are interested.*

Approved by the Library Board of Trustees, November 12, 2014

Please Note: Provided below is general information for review regarding the use of the wall and glass display exhibit areas within the Woonsocket Harris Public Library. Interested artists may book a space over the telephone and must sign a release form prior to display set up.

Exhibits at the Woonsocket Harris Public Library

There are two display options on the Library's main floor available to exhibitors. These exist as a public service to the community. Items displayed do not have to be of highly professional quality, but they should be appropriate for all ages to enjoy in the highly public setting of the Woonsocket Harris Public Library.

The Library has a display area located in the large adult program room where framed artwork can be hung from a mounted display hanging system. All artwork displayed in this area must be securely framed and ready to mount. The display molding runs along 4 sides of the room for a total length of approximately 25 feet. Exhibitors can use as much, or as little of this space as is needed in order to hang their display. It is recommended that the exhibitor take a look at this area in order to get an idea of how to hang their artwork. Art can be hung in a straight line, or arranged in groupings designed by the artist. Some artists come in and make a sketch or plan of how they plan to use the space a month or so before their show goes up, this saves time when hanging the work.

The Library also has a large glass case available for displays. It is located near the audio book media collection. The case has its own interior lighting. It is 20 inches deep, 41 inches in height, 57 inches wide and contains 2 glass shelves [that can be arranged according to need]. This case works well for displaying private collections, sculpture, carvings, origami and many other types of smaller craftwork.

Displays are booked for one-month time periods. If you are interested in scheduling an exhibit, please check for booking availability with Margaret McNulty via phone at 401-767-41260 or by email to: mmcnulty@woonsocketlibrary.org

Frequently Asked Questions Regarding Displays

1. Will the art display be publicized?

You will provide us with a brief description/ press release of your art display information which will be sent to the Woonsocket Call and the Valley Breeze. Publicizing this information is at the discretion of the newspaper editor. We will make every attempt to include all of the relevant information given to us by exhibitors in our releases but the newspaper editors do not always print the release as submitted, nor do they print every picture that is sent in to the paper. The extent of coverage for each exhibit depends on how much space the paper has left over in each edition after printing breaking news, letters to the editor and columns. If a patron is dissatisfied with the coverage their exhibit receives in the local paper, he or she should feel free to contact the appropriate newspaper. We will post your art display information on the library's website, in our newsletter and on social media, i.e.: the library's Facebook page.

2. What are the dimensions of the display areas?

The Glass Case is 20 inches deep, 41 inches high and 57 inches wide with two adjustable shelves. The art display system in the program room runs across 4 walls for a total length of 25 feet in display length. To view the wall space, please inquire with Margaret.

3. How do I arrange an "opening" for my show at the Library?

The quiet atmosphere needed for reading and study at the Library precludes social gatherings in the main floor display areas. If you want to rent space for an "opening", please contact Assistant Library Director Margaret McNulty at mmcnulty@woonsocketlibrary.org for room rental/reservation information. Be advised that there can be **no alcohol served on Library premises**, and that quiet must be maintained in the public area near the main floor displays at all times.

Exhibitor Information Sheet

Setting Up Your Exhibit

- Exhibits are placed at the Library for one calendar month. **IMPORTANT:** They must go up *on or after* the first day of the month--and are to be taken down *on or before* the last day of the month in which they are scheduled. Please be aware that it is the exhibitor's responsibility to physically put his or her exhibit into place, no library staff person will be on hand to help hang a show or arrange a display in the library's exhibit case. Many people find it useful to bring a friend or family member along to assist.
- Keys for the exhibit case are available at the Library's circulation desk. Exhibitors hanging art on the walls are required to bring their own wire, string or line. You may ask at the circulation desk for the use of a ladder. *We ask that exhibitors please refrain from sticking notices to the painted surfaces on the wall or inside the display case. Notices and other supplementary materials should be hung or propped instead.*
- Library exhibits are put in place strictly for the enjoyment of the public, not as commercial advertisements. Business flyers are not to be displayed, although the artist's biography may mention a place of employment, and all exhibitors may give a contact phone number where they can be reached.
- **Prices are not to be posted at either display site.**

Press Releases

- Press releases describing the exhibit will be sent by the library to area papers, along with a picture if one is submitted.
- To facilitate the writing of this press release, you should plan on providing a paragraph describing exactly what the viewer will see when they visit the exhibit, along with another paragraph giving a brief biographical description of the person (or persons) responsible for the display.
- The library must receive press release information ***at least two weeks before your exhibit, if possible.*** All PR information must be at the Library at least two weeks before the display goes up in order to get coverage from area papers.)
- E-mail your press release information to mmcnulty@woonsocketlibrary.org. If you have any further questions, please contact Margaret McNulty using the email address above or by phoning 401-767-4126.

Thank you for providing a display to the Library. We look forward to your show.



WOONSOCKET HARRIS PUBLIC LIBRARY

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WHPL EXHIBIT RELEASE FORM

In consideration of the fact that the Woonsocket Harris Public Library, Woonsocket, Rhode Island, has granted me the right to exhibit an artist article or articles on the premises of the Library during the month of _____.

I hereby acknowledge that I, _____

of [address] _____

release and forever discharge the Woonsocket Harris Public Library and the City of Woonsocket of any and all responsibility for loss, damage, or theft of article or articles identified below, from or on the premises of the Woonsocket Harris Public Library.

Article(s) to Display _____

Article(s) will be placed: _____ in the exhibit case

_____ on the wall

I agree to the above statements and have received a photocopy of this release.

Exhibitor (or owner)

Witness [Library Staff]

Date