

Shutesbury Public Library

Community Meeting Room Art Exhibit Policy

Approved by the Library Board of Trustees March 30, 2026.

Introduction

Artists are invited to apply to exhibit their work in the Community Meeting Room at the Shutesbury Public Library (the Library). The Library hosts up to six exhibitions annually, each lasting approximately six to eight weeks. Applications are welcome from individuals and groups.

Exhibits provide an opportunity for artists to share their work with the public across a variety of media and styles, reflecting diverse perspectives. The Library does not endorse the viewpoints or artistic expression of exhibitors and will not exclude exhibits based on controversial content or the beliefs or affiliations of the artist.

The Space

The Community Meeting Room offers approximately 36.25 linear feet of display space and can accommodate approximately 10 pieces, depending on size and configuration.

Artists are required to view the space in person prior to submitting an application.

Application Submission

Applications must be submitted via the online form available at shutesburypubliclibrary.org.

Applicants will be notified of decisions within **four weeks**.

Inclusivity Statement

The Shutesbury Public Library welcomes the opportunity to showcase the creative work of artists in our community. We recognize that art enriches public spaces and fosters connection and conversation.

The Library seeks to feature a broad range of artistic voices and experiences. Exhibits may include work by professional artists, emerging artists, and community members of all ages,

including youth. Our goal is to create an inclusive exhibition program that reflects the diversity of talent, perspectives, and interests in Shutesbury and the surrounding region.

The Library values creativity, originality, and community representation alongside formal training and experience. All applicants must submit materials for review. Professional credentials are not required.

Limitations

The Community Meeting Room is used regularly by people of all ages, including young children. Exhibits must be appropriate for general audiences.

The Library reserves the right to remove any work deemed inconsistent with this standard.

The Library acknowledges that some artwork may be challenging or thought-provoking. Concerns about exhibits will be addressed in accordance with the Library's policies on intellectual freedom.

Selection of Exhibits

Exhibits are selected by the Library Director or designee based on available space, scheduling, and the goal of presenting a diverse range of artistic styles, media, and perspectives.

Exhibition Schedule

Applications are accepted on a rolling basis. Exhibits are typically scheduled for six to eight weeks.

Labeling

Artists are responsible for providing labels for all works, including title, medium, and price (if applicable).

Installation and Removal

Artists are responsible for installing and removing their exhibitions on agreed-upon dates.

All two-dimensional work (paintings, prints, drawings, photographs) must be suitably framed and wired to work with the Library's hanging system. No nails, tacks, pins, or adhesives may be used on the walls.

All artwork must be wall-mounted. The Library cannot accommodate freestanding or three-dimensional work.

Artwork not collected within **seven (7) days** of the exhibition end date may be considered abandoned.

Publicity

The Library will promote exhibitions through its website, newsletter, social media, and in-library displays.

Artists are encouraged to promote their exhibitions independently and must provide a brief artist statement and images in advance for promotional use.

Artists may host an opening reception at their own expense. Receptions must be free and open to the public. Alcohol and drugs are not permitted. All events must comply with the Community Room Policy and be scheduled in advance with the Library Director.

Sales and Fees

There is no fee to exhibit.

Artists who wish to sell work should provide a price list with contact information. All sales are handled directly between the artist and buyer.

A voluntary donation of 10% of sales to the Library is encouraged.

Terms of Exhibiting / Liability

The Shutesbury Public Library and the Town of Shutesbury are not responsible for loss, theft, or damage to artwork at any time, including during transportation, installation, display, or removal. Artwork is exhibited at the artist's own risk.

The Library is a public space, and artwork will not be continuously supervised. Artists are responsible for determining whether their work is appropriate for display under these conditions.

By participating in an exhibition, the artist agrees to release and hold harmless the Shutesbury Public Library, the Town of Shutesbury, and their employees, volunteers, and representatives from any claims related to loss or damage of artwork.

Insurance

The Library does not provide insurance for exhibited artwork. Artists are responsible for obtaining insurance if desired.

Agreement

By submitting an application or participating in an exhibition, the artist confirms that they have read, understood, and agree to these terms.

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