

## Policy for EXHIBITS

The Milton Public Library is pleased to invite applications for exhibitions of artwork to be displayed in the library gallery and lobby areas. Applications may be submitted at any time. **Images of examples of work to be displayed should be included with the Application. Applications and the quality of the material to be displayed will be reviewed by the Library Director and Library Staff. Preference will be given to Milton residents and organizations.**

### The Space

**The Wotiz Gallery is located on the ground floor in the 1902 section of the building. Other open areas of library wall space in the basement lobby, Keys Community Room, Conference Room, local history area and in the Children's room may be utilized at the discretion of the Library Director.**

### Installation

The artist is responsible for hanging the show on the hardware available. Artists should familiarize themselves with the features and limitations of the gallery space before submitting an application. No nails, thumbtacks, adhesives, etc. may be used directly on the walls unless the Library Director has approved an exception.

Paintings, prints, drawings and photographs must be suitably framed and wired. Absolutely no nails, thumbtacks, adhesives, pushpins, etc. can be used on the walls. Labels may be adhered to the frame of the work, or applied to the walls only with "sticky tack" or 3M low-tack blue masking tape. Exhibitors will install and take down their own shows.

### Terms of Exhibiting

The Milton Public Library is not responsible for the loss or damage to any art works being exhibited or displayed. The library does not insure any exhibits. Exhibitors may want to explore insurance options through their agents. Exhibitors must provide the Library with a description of the exhibit upon application, and a list of the title, size, media and the price of the work to be exhibited at the time of installation. This list will be the only method for posting prices or other sales information. **The Library reserves the right to refuse materials that do not represent community standards or are not appropriate for library patrons of all ages. Displays of religious and political recruitment will not be accepted. The library welcomes all displays of an educational and cultural nature and encourages the participation of all residents regardless of any beliefs or affiliations.**

**Scheduled exhibits may need to be rescheduled if the library needs the display areas for its own use. The duration of the exhibits will range from one to three months depending on the demand of the display areas.**

**Displays and exhibits are not to be for commercial or fundraising purposes. Prices may not be displayed with artwork. A separate list for prices of displayed work may be submitted to and kept at the library's reference desk on the second floor.** Although the library does not charge a commission for pieces sold, artists who wish to make a contribution to the library may do so by making a donation to the "Friends of the Milton Public Library."

### Publicity

The Library will issue press releases relating to the exhibit. Please have information about the artist and the exhibit to the library three weeks prior to installation.

Opening receptions are encouraged. **Receptions are to be scheduled with the Library Director.** The artist is responsible for creating and mailing reception invitations. Typically the artist supplies light refreshments consisting of cheese, crackers or cookies and punch. No alcohol may be served.

[Exhibit Application and Release Form](#)

Please carefully complete this form and either bring it to the library or fax it to us at 1-617-698-0441

Milton Public Library 476 Canton Avenue Milton Massachusetts 02186  
617-698-5757 E-mail:[miref@ocln.org](mailto:miref@ocln.org)