

Middlebury Public Library

Art and Exhibits

The purpose of art and exhibits at the Middlebury Public Library is to display paintings, photographs, and other art works as space permits. This policy reflects the Library Board of Trustees' beliefs that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the Middlebury area. The library provides an interactive space where patrons may interact with one another and enjoy the work of neighbors and friends.

Exhibit Space

Artwork may be displayed on designated wall spaces and floor spaces that do not interfere with library services or traffic patterns. These requests will be reviewed on a case-by-case basis by the Library Director or his or her designee.

Guidelines

All art exhibitions must be approved by the Library Director or his or her designee who will then exercise curatorial discretion and determine if a proposed exhibition is appropriate for a library setting.

1. Set-up and take-down of exhibitions at the scheduled times is the responsibility of the artist. Assistance will not be provided by library staff. The library will furnish a limited number of rods for hanging artwork. Artists may only use spaces designated by the Library Director or his or her designee. Exhibitions may be cancelled or removed if they do not conform to this policy statement.
2. As a general rule, exhibits will be displayed no longer than one month. Exceptions may be agreed upon in advance.
3. Art exhibits must contribute to and not detract from the general appearance of the library facility and must not interfere with the general operation of regular library activities.
4. No exhibitor or artist shall be permitted to sell, or advertise for sale, any pieces of art in the library, nor to place in the library any receptacle for the purpose of soliciting donations. Failure to comply will result in immediate loss of privileges for six months.
5. Exhibitors/Artists may display and make available contact information such as business cards and small signs with artist contact information.

Application for Exhibitions

To request display time and space, artists must fill out an Exhibition Proposal form and submit it to the Library Director or his or her designee. In addition to the Exhibition Proposal form, a short biographical piece, a description of the exhibit, and an artistic statement for the exhibition may be submitted. Such a statement could include a description of the artist's creative process, inspiration and medium. Please include at least two images representative of the works to be exhibited.

Exhibitors' Responsibilities

1. Plan the layout of the exhibit and discuss any special hanging or display needs with the Library Director or his or her designee in advance.

2. Provide own transportation, set-up, and take-down of exhibition. The library will not provide assistance.
3. Take-down the exhibition and remove works of art from the library on the scheduled date.
4. Display and make available contact information such as business cards and small signs with artist's contact information.

Disclaimers

The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. The Middlebury Public Library does not offer insurance coverage for the works of art exhibited in the library.

REVIEWED AND ADOPTED:

This policy is subject to continuous review.

Reviewed by Town Atty. on September 27, 2013

Adopted by the **Library Board of Trustees** on October 8, 2013

Revised on October 11, 2016

Reviewed by Town Atty. on December 30, 2019

Adopted by the **Library Board of Trustees** on December 9, 2025