

Art Exhibit/Gallery Policy

The Cary Memorial Library offers gallery spaces to community artists (suitable for displaying two-dimensional art):

- Piper Gallery (on the Main Level)
- Walter S. Pierce Gallery (in the Lower Lobby)
 - Primarily features K-12 student artwork starting in November 2022.
- Meeting Room Gallery (on the Lower Level)
 - For special exhibits or pieces from permanent collections.

The Library also offers two display cases (suitable for displaying three-dimensional art):

- Sophia Ho Case (near Mass Ave Entrance)
- Small Display Cases (near Sophia Ho Display Case)

Selection Process

There is an annual selection process (conducted in conjunction with the Community Center) for artists wishing to show in one of the Town's public gallery spaces.

- January – Artists are solicited to exhibit at the library or Community Center
- April – Applications are due by the end of April
- May – Artists are selected for exhibiting for the next exhibition year (July - June)

The library gives priority exhibits proposed by Lexington artists and community organizations, but anyone is welcome to apply. The Selection Committee is looking for:

- Works of art created by local artists or arts programs
- Cultural exhibits created in partnership with local community organizations
- Historical materials or artifacts
- Informational material from Town departments, state agencies, and Lexington based schools

Criteria for selection include:

- Overall quality of artwork/exhibition proposed
- Suitability of artwork to the spaces available
- Appropriateness for people of all ages
- Collaboration with Town and community partners
- Connection to national and local observances, commemorative months, and local initiatives (i.e., National Library Week, Women's History Month, etc.)

Generally speaking, artists are not selected for exhibition more often than once every two years. The Library reserves the right to earmark gallery spaces for departmental exhibits and displays.

Exhibition Logistics

Art exhibits are scheduled as two-month increments. Artists must be prepared to hang their exhibits within the first two days of the month assigned. All artwork included in the exhibit must remain hanging for the duration of the show (unless other arrangements are agreed upon by both parties).

All two-dimensional gallery spaces utilize a special hanging system for artwork. Works must be framed with a wire across the back to accommodate this system. No other method of hanging (tape, glue, tacks, nails, etc.) may be used. Artists (or their representatives) must be prepared to hang their own work with minimal assistance from the Library. If stools or step-ladders are required, artists must provide their own or request one in advance.

The artist may produce a sign, artist's biography, and brief description of the exhibit for display. The artist is also responsible for producing labels for each art piece. The Library will provide hooks, painter's tape, and a hanging system.

The Library is a public building serving people of all ages. We ask that artists ensure that pieces are appropriate for all ages. Questions about content will be clarified during the application process. A member of the Library staff must approve the exhibit after it is hung, and may require changes in layout for appearance or safety considerations. A complete list of all the artworks contained in the exhibit must be left with the Library at the time the exhibit is installed.

Exhibits must be removed no later than the last day of the month.

Insurance

The Town of Lexington does not hold insurance for artwork on exhibit and is not responsible for loss of or damage to any of the artists' work.

Indemnification

The exhibitor agrees to indemnify and hold harmless, the Town of Lexington and the Cary Library against any theft, damage, or liability as a result of the use of the exhibit space.

Publicity

The library features exhibits on the website and newsletter. Artists may submit their own publicity to the press.

Sale of Artwork

The Library will not engage in selling or negotiating for the sale of artwork on behalf of the artist; however, business cards, price lists, or contact information for the artist may be left in the gallery.

Approved by the Library Board of Trustees on 4/26/05, updated 12/10/12, 6/20/23