



## Exhibit Policy

Individuals and organizations shall be invited to provide temporary exhibits of hanging art.

The Library reserves the right to screen potential exhibits for type, suitability, quality, and space requirements. The planning, scheduling, and screening for exhibits shall be the responsibility 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 (see appended). No tape or other adhesives may be used on the exhibit wall.

The Library staff may not participate in the sale of exhibit materials; no money shall be collected on the 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, but exhibitors may leave a price list at the Reference Desk.

Artists are welcome to hold receptions in the Collis Family Gallery, depending on availability of the room. A reception at the library is an opportunity for patrons to meet the artist, and learn more about their work; it cannot be used as a venue to sell art. Refreshments are the responsibility of the artist, and alcoholic beverages cannot be served on the premises.

There shall be no charge to the exhibitor or the public for any exhibit.

*Approved by the Library Board of Trustees, April 14, 1994*

*Amended by the Library Board of Trustees, May 16, 2019*

## Exhibit Information

The gallery on the main floor has 55 ft. of hanging space and gets excellent foot traffic. The Jennifer English Gallery is on the second floor and is at the entrance of heavily used program rooms. This gallery also has a monitor for digital displays that can add another dimension to an installation.

Artists are encouraged to come into the library and look at both spaces to gauge the amount of work that is needed to fill each gallery.

## FAQs

- 1.** Can the track lighting be moved to better illuminate my show?

The track lighting must only be handled by the library's custodian. It is currently arranged to illuminate the area well in general. If you feel you must make changes to better illuminate your show, please set up an appointment with Head Custodian Kevin Amaral so he can make the changes you require. Kevin can be reached at [kamaral@barringtonlibrary.org](mailto:kamaral@barringtonlibrary.org) or 247-1920 x 323.

- 2.** To which area newspapers do you send exhibit publicity?

East Bay Newspapers.

- 3.** What are the dimensions of the display areas?

The display molding in the main floor gallery runs across five walls: 3 walls are each 20 ft. in length, one wall is 8 ft. long, and one wall is 3 ft. long. The hanging system in the Jennifer English gallery runs 8 ft. on the shorter wall, 14 ft. on the adjacent wall, and there is an additional 12 ft. of hanging space in the hallway between the two meeting rooms to be used if needed.

- 4.** How do I arrange an "opening" for my show at the library?

If you are interested in having an opening at the library, you may reserve one of our meeting rooms on the second floor. More information about room reservations can be found at [barringtonlibrary.org/room-check](http://barringtonlibrary.org/room-check).

## Setting Up Your Exhibit

- Exhibits are placed at the Library for one calendar month unless otherwise arranged with the Library Director.  
**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 put his or her exhibit into place physically; 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.
- 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.
- Exhibitors are welcome to leave a price list with the reference staff; prices are not to be posted at either display site.

## Press Releases

- Press releases will be sent to East Bay Newspapers and if a photo is submitted the exhibit will also appear on the library's social media platforms.
- Include a photo in .jpg format.
- Provide a paragraph describing 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 one month before your exhibit.
- Email information to Kristen Chin to [director@barringtonlibrary.org](mailto:director@barringtonlibrary.org).

Thank you for considering an art exhibit at Barrington Public Library. We look forward to your exhibit.

Direct questions to: Kristen Chin, Library Director 401-247-1920 x305  
[director@barringtonlibrary.org](mailto:director@barringtonlibrary.org)



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Barrington, RI 02806

401-247-1920  
www.barringtonlibrary.org

## **RELEASE**

In consideration of the fact that the Barrington Public Library, Barrington, Rhode Island, has granted me the right to exhibit an article or articles of personality on the premises of the Library during the month of:

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I hereby acknowledge that I,

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of

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

Article(s) \_\_\_\_\_

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Article(s) will be placed on the exhibit wall.

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Exhibitor (or owner)

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Witness

Date