

## **Art Exhibit Guidelines in the Dr. E. Irene Boardman Community Room**

The Prospect Public Library welcomes artists of many mediums. Each month, we exhibit the work of a different local artist in the Dr. E. Irene Boardman Community Room.

All artwork should be ready for hanging. The Community Room is equipped with a hanging molding that accommodates movable hooks. There are lights along the walls to illuminate the artwork. Textile art is also welcome with the understanding that the hanging process will be different than is the case for framed works. We are unable to accommodate free-standing art at this time.

Please provide a label for each piece with a title, artist, date, medium, year completed and a number that corresponds to a printed price list (if the artwork is for sale).

If the artwork is available for purchase, please provide copies of a price list with contact information for prospective buyers. Any items sold during a display period shall remain on display until all items are scheduled to be removed. The Prospect Public Library is not able to handle sales. It is required that artists donate a percentage (10%) of sales of their artwork to the Prospect Public Library.

The artist should submit a list of the pieces included in the show whether or not the artwork is available for purchase.

The artist can also include a photo (head shot preferred) and a brief bio on an 8 ½" by 11" sized paper which will be hung in the exhibit space. Information about the exhibit can also be included in the bio. The artist may also provide promotional postcards, business cards, and a guest book. These can be placed on the podium in the Community Room along with the price list/piece list.

The Prospect Public Library publicizes exhibits via its website, email, online and printed calendars, social media, and press releases. Artists are encouraged to do the same. Please provide a brief biography and description of the works in the exhibit along with two or three high-resolution jpgs for this purpose.

A library staff member will work with you to schedule your installation and take-down dates. A stepladder and additional hanging supplies are available. Artists are responsible for installing and removing their exhibits on the agreed upon dates. The Prospect Public Library has the right to remove exhibit materials if they are not picked up by the agreed upon date. Exhibit materials may be disposed of if not claimed within 30 days following the completion of the exhibit.

The exhibit areas are open to the public during regular library hours. The Dr. E. Irene Boardman Community Room is used for programs and events; so, guests wishing to view the artwork may wish to check ahead of time to see if the exhibit will be accessible.

All exhibits must be appropriate for family viewing. Children's programs are held in the Community Room. As a result, any subject matter deemed inappropriate may be excluded at the discretion of the Prospect Public Library.

Artists are welcome to host a reception in conjunction with an exhibit. The reception must be held during regular library hours and be open to the public. The artist and the library will mutually agree upon the date and time for a reception. The Prospect Public Library will publicize the reception, but the artist is responsible for set up and clean up. Alcoholic beverages are not allowed. The reception and all clean up must be completed at least 15 minutes before the library closes.

The Prospect Public Library will exercise the same standard of care for any exhibit as it does for its own collection; however, the library and its staff are not liable for damage to or loss of any items on display.

All exhibitors must sign the Exhibit Display and Release Form prior to exhibiting in the Prospect Public Library. This should be emailed or mailed to the Prospect Public Library prior to the installation of your exhibit.

NOVEMBER 13, 2025

APPROVED: PROSPECT LIBRARY BOARD

SUSAN MCKERNAN, CHAIR

**Prospect Public Library  
Exhibit Display and Release Form**

I("Exhibitor") hereby lend to the Prospect Public Library ("the Library") the following works of art, collectibles, or other items for exhibit and/or display purposes. In exchange for the consideration given by the Library in permitting Exhibitor the right to use Library property, Exhibitor agrees to defend, indemnify and hold harmless the Town of Prospect and the Library, its employees, board members, volunteers and directors from any and all claims, demands, losses, damages, costs, settlements, fines, penalties, and other expenses (including legal fees) that the Town of Prospect or the Library may incur, directly or indirectly, as the result of the Exhibitor's use of the property in accordance with the Prospect Public Library's Art Exhibit Guidelines.

Dates requested (month & year): \_\_\_\_\_

Estimate of total value: \_\_\_\_\_ Number of Display Pieces: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I have received a copy of the Prospect Public Library's Art Exhibit Guidelines and understand that, once signed, this form signifies my understanding of that policy and my agreement to comply with all its provisions.

Exhibitor Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form by mail to Director, Prospect Public Library, 17 Center St., Prospect, CT 06712; or by email to [director@prospectlibrary.com](mailto:director@prospectlibrary.com). Thank you!**