

Norwell Public Library Art Exhibit Policy

The Norwell Public Library provides a display space for art in the Meeting Room. Display materials must meet the civic, educational, cultural and recreational needs of the community. Non-profit organizations, artists' groups, individuals and schools may display artwork. Priority will be given to artists residing in Norwell, and artists must understand that the Meeting Room is used regularly for meetings by people of all ages, including young children.

No materials may be exhibited in the Norwell Public Library without being reviewed by the Library Director or designee. Artwork that meets the needs of the community must be suitable for public display in a public library, in a room which is open to adults and children of all ages. Determination of suitability rests with the Library Director.

- Artists wishing to display their work must contact the Library Director or designee.
- The Meeting Room has one 8-foot section, one 27-foot section, and one 35-foot section of available wall space for display of two-dimensional art. In addition, there is one 6-foot section outside the Meeting Room in the Cafe area for additional display if desired. All art must fit within the designated area. Artists should plan on viewing the space before planning an exhibit and will receive a brief, one-time training session on use of the equipment.
- There are no provisions (such as pedestals) for three-dimensional work. The Meeting Room is used simultaneously for art exhibits and for meetings by groups of all ages; therefore no works may be displayed on tables or the floor.
- The Library has a display hanging system which must be used for hanging the art. It is the responsibility of the artist or group leader to see that all art is suitably framed and/or wired for hanging. The artist or group leader is responsible for hanging the show, and for take-down.
- No nails, thumbtacks, stickers, tape or adhesive of any kind may be used directly on the interior structure of the Meeting Room, including but not limited to walls, doors, windows, and furniture. Artists causing damage from exhibiting works will reimburse the Norwell Public Library/Town of Norwell for all repairs, which will be performed by a person selected by the Library Director/Board of Library Trustees.
- Exhibits typically last for one month; set-up and take-down must occur at a time when the library is open and the Meeting Room is not in use. Scheduling of set-up and take-down must be arranged by the Library Director or designee.
- Artists wishing to hold an event in conjunction with their exhibits must abide by the Norwell Public Library [*Meeting Room Use Policy*](#).
- The sale/purchase of artwork is not permitted in the library.
- The Trustees and staff of the Norwell Public Library, and the Town of Norwell are not responsible for the safety and care of works on display. The Norwell Public Library/Town of Norwell cannot assume liability for lost, stolen or damaged art. The Meeting Room is a community space and it is not staffed at all times. Artists/groups who mount displays assume financial responsibility for any loss, damage or theft of their art work.

Approved by NPL Board of Trustees 12/14/21