

## **Harvey Mitchell Memorial Library Art Display Policy**

The Harvey-Mitchell Memorial Library offers space on the main floor of the library for displaying *original* art from community members. Artists from outside of Epping are welcome to apply for a display period, but first consideration will be given to resident artists. Display periods will generally last one month, with each artist being assigned specific days to set up and take down their works.

Requests should be made to the Director, by phone, in person or in writing. Artist should be prepared to schedule a short meeting with the Director to review his/her portfolio. The Director grants display periods and can refuse a showing for inappropriate content (at his/her discretion), public safety concerns, or library security concerns.

Space is available above the book stacks, to be hung from the picture frame molding, and at a few eye level locations as indicated by the Director (hammer, nails, and hooks should be provided by the artist). The stairwell and bathroom hallway are not available as display space and the Children's Room is currently not available for display space.

Each artist should provide information on 8 1/2 x 11 inch paper about themselves, the show, a price list, and how patrons can contact them to purchase art pieces. The library will not sell art or hold money for the artist or art customers. Sales should be conducted privately and off library property. No items can be removed from the show once it has begun; sales of pieces on display must wait for the end of the show for delivery.

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Artists must hang, mount, or otherwise arrange their own works. Library staff is not available to assist with hanging, ladders, etc.

The Library does not assume responsibility for the works while they are housed in the library.

Artists can obtain insurance for their works if they desire and are encouraged to do so if they have concerns about the safety of their art.

Announcements, press releases and other promotional material cannot imply library endorsement.

The library address cannot be used as an office address.

The library does not provide storage space; art must leave the premises on the day the show is taken down.