



## Exhibits Policy

### Purpose & Scope

Wallingford artists, collectors, and community organizations are encouraged to offer exhibits of artistic, cultural, or informational merit. Persons and organizations outside of Wallingford are invited to exhibit when their works would be of general interest to the Wallingford Community. WPL reserves the right to deny or cancel any exhibit.

### Procedures & Guidelines

#### Public Exhibit Cases

WPL's exhibit cases are intended for the display of library materials and the promotion of library programs. When the cases are not scheduled to be used by the library, they may be available to Wallingford residents, organizations, or businesses for noncommercial informational, cultural, and educational displays. Public exhibits are subject to the approval of library staff and by advance booking.

The exhibit cases outside of the Children's Room are intended for display of materials of interest to Wallingford children. When not in use by WPL children's department, Wallingford children may display their collections, crafts, and artwork. Wallingford children are encouraged to inquire at the Children's Desk about displaying their collections, crafts, and artwork.

#### Submission Procedures

- Exhibits are considered and selected by designated library the exhibits committee. WPL has limited space for exhibits and may not accept all exhibit proposals.
- All pieces proposed for exhibit must be submitted for review. The preferred form of submittal for artists' proposed exhibits is via email and the preferred format for photos is jpg. If this is not possible, color prints are also accepted. WPL does not accept actual artwork for consideration without notice.
- WPL is not responsible for returning unsolicited submittals.
- Considerations made when selecting exhibits include:
  - Appropriateness for public viewing by all ages
  - Promoting local talent
  - Exhibiting a variety of media
- Acceptance of an exhibit does not constitute an endorsement by the Library Board of Managers of the person's or organization's point of view, policies or beliefs.
- All exhibits shall be offered to WPL at no cost.

#### Exhibiting

- All exhibitors must sign the Library's Exhibit and Display Release Form prior to hanging their work. WPL may require a proof of insurance with WPL listed as co-insured. The Wallingford Public Library is not responsible for damage, theft, or loss of exhibit.



- Exhibitors are responsible for hanging and removing their own exhibits at a scheduled time to be arranged with the staff.
- Exhibits are displayed for a minimum of one month and may be extended with the mutual consent of the library and the exhibitor.
- All artwork should be presented in a way in which the Library can display it. Exhibit spaces are equipped with ceiling molding from which the artwork is hung. Molding hooks and hangers are supplied by the Library.
- WPL will not provide storage for the property of individuals or organizations exhibiting in the library.
- Exhibits of library materials and activities will be given first priority for display.
- The Community Room and Collins Room are closed when no program/event is scheduled. Exhibitors may arrange to have the room monitored and open for public viewing at specific times during the month. Exhibitors are responsible for finding volunteers to monitor the exhibit.
- WPL may choose to sponsor an exhibit, in which case it would be responsible for any reception.
- Exhibitors may provide contact information for anyone interested in making a purchase. Buyers must deal directly with the exhibitor. WPL will not act as an agent for, sell, or otherwise be involved in the sale of items on display.
- WPL reserves the right to deny or cancel any exhibit.

### **Publicity**

- All advertising and publicity concerning exhibits must be approved by WPL in advance of publication.
- Publicity must be submitted one month in advance of the opening day of the exhibit.
- Publicity will be included in the WPL newsletter, *WORDS*, and may be forwarded to local newspapers. Exhibitors are responsible for getting information to the publicity team ahead of the provided deadline.
- Publicity should include:
  - Biographical information
  - Art education
  - Membership in professional societies and organizations
  - Previous exhibits
  - Type of work to be exhibited with titles if available
  - Hours the exhibit will be open for public (see under **Exhibiting**).
- Exhibitors may send out flyers announcing exhibits at their own expense. Flyers must be approved by WPL before they are distributed and must include hours the exhibit is open for public viewing. (see under **Exhibiting**).
- Exhibitors may make posters announcing the exhibit which may be placed in WPL and elsewhere. Posters must be approved by WPL and should include the hours when the exhibit is open for public viewing (see under **Exhibiting**).

*Approved by Library Board of Managers, September 27, 2010.  
Revised May 23, 2022, January 26, 2026.*