

Jacob Edwards Library



Display and Art Exhibit Policy

Approved by Board of Trustees: March 2018

Amended by Board of Trustees: July 2025

The Library welcomes the opportunity to provide artists the opportunity to exhibit their works to the general public. Exhibits include a wide range of media and content thus reflecting the diversity and the vibrancy of the artistic community in Southbridge. While every attempt will be made to accommodate the needs of the individual artist, the following policies and procedures are designed to bring equity to the exhibition process.

Physical Limits

The Jacob Edwards Library provides artists space within the first floor common area of the library. There are 10 freestanding display panels [2-sided, measuring 72"x38"]; pedestals, floor and tabletop easels, and glass display cases [67"x31"x9", with an 8" clearance at the opening that may be available for display of works. Artwork must be in a finished format, preferably framed and wired for hanging; the Library provides the proper hardware for hanging on the display panels. At the discretion of the Library Director, the exhibition space may accommodate two or more artistic displays concurrently. Artists are encouraged to visit ahead of time to discuss display options.

Application

Interested artists may apply for an exhibition slot by submitting a completed application to the Jacob Edwards Library Display Committee. Applications are available [online](#) or at the Circulation Desk. Artists will be notified following a review process.

Documentation

Three weeks prior to installation, the artist must provide the Jacob Edwards Library Display Committee with an artist statement, including a brief bio, for promotional purposes. Additionally, the artist may provide the Library with an announcement poster [8 ½"x11" or 11"x14"]. The announcement poster must include the following: name and address of the library; name of the artist; name of the exhibit, if any; and dates of the exhibit. Also include the date and time of the meet and greet. If the artist does not provide a poster, one will be provided by library staff from a standard template. The artist statement and poster may be either black and white print or color. Prices of items for sale should be displayed beside the work. Alternatively, the artist may provide the

Library with a printed price list. Artists must also provide contact information for the artist for interested buyers. The Library staff will not be involved with sales transactions. A 15% commission on each exhibited work sold must be presented to the Friends of the Jacob Edwards Library following the exhibits completion. This money helps to ensure the continuation and the expansion of future exhibitions and programs.

Hanging

Hanging and dismantling of the exhibit is the responsibility of the artist(s). Library staff is not available to help in this process. However, a Display Committee member will be available for guidance during the installation process. It is the responsibility of the artist(s) to label her or his artwork. Installations are normally scheduled for the first weekday of the month; dismantling the exhibit is normally scheduled for the last weekday of the month. A final review by the Library Director will occur the day of the installation to review the appropriateness of the artwork. Any work deemed incompatible with the policy of the Jacob Edwards Library must be removed. Exhibitions run for the period of one month.

Publicity

The Jacob Edwards Library Display Committee is solely responsible for all press releases issued for each exhibition. Based on the artist profile provided, the Library will prepare and submit press releases on behalf of the Library and the artist. It is imperative that artist statements be submitted three weeks prior to the installation. The Library will promote the exhibition through the normal Library public relations channels. Personalized invitations to the Opening Reception are the responsibility of the exhibitor(s).

Meet and Greet

The Friends of the Jacob Edwards Library host the opening meet and greet for each exhibit. Meet and greets are held on the first Thursday of the month, at 6:30 pm unless an observed holiday falls on that date. In that case, the meet and greet will be held on the second Thursday of the month. The Library will advertise the exhibition and meet and greet to the general public; the artist will advertise the exhibition to colleagues, friends, family members, and civic organizations. Candles are not permitted. The monthly art show provides the library with the opportunity to reach out to and engage with the community while simultaneously creating synergy for the community.

Liability

The exhibit is accessible to the public during all normal operating hours. The Jacob Edwards Library is not responsible for the care and safety of the works displayed. The Library's insurance policy does not include works exhibited; therefore, exhibitors must sign and submit an Exhibit Registration and Release form prior to installation. Local ordinance requires any foods consumed to be prepared in a commercial kitchen.