

GOODNOW LIBRARY YOUNG ADULT EXHIBIT POLICIES & PROCEDURES

The library assumes no responsibility for the preservation, protection or security from damage or theft of any material displayed on the library premises.

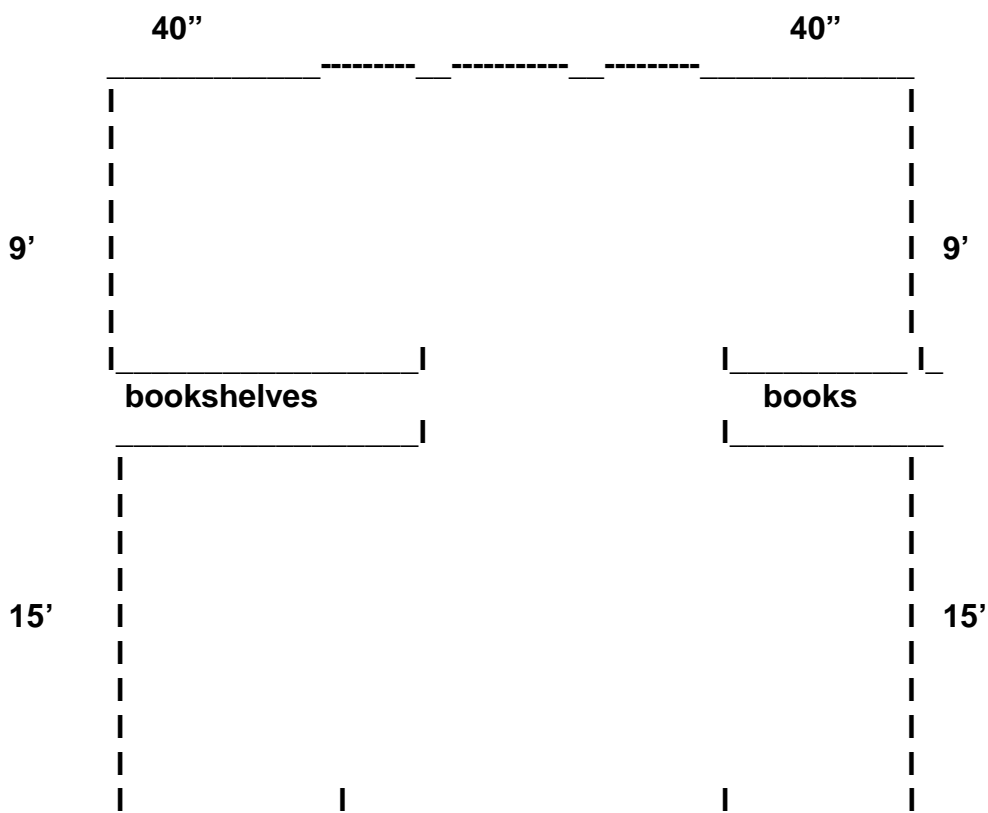
ALL ITEMS EXHIBITED ARE DONE SO AT THE OWNERS RISK. PRICE LISTS AND SALES INFORMATION OR PROMOTIONAL MATERIAL FOR SALES PURPOSES ARE NOT ALLOWED TO BE DISPLAYED IN THE LIBRARY.

Information on the exhibitor and his or her work, is welcomed—including how to contact the young artisan for additional information.

- All work selected for exhibit (in the form of jpg images) are requested 2 weeks before exhibition, ***emailed to the Young Adult Exhibit Coordinator.***
- The Young Adult Room Exhibit Coordinator will oversee the exhibit and installation, and should be notified 2-3 weeks in advance in regard to the exact dates in the month of installation and removal.
- Receptions can be scheduled with the Young Adult Room Librarian or Coordinator for a Sunday, from 4-5PM, in the Young Adult Room.
- ***THE EXHIBITOR IS RESPONSIBLE FOR ALL CLEAN-UP.***
- Works must be suitably framed with wire attached to the back, as “saw-tooth” clips are unsuitable for the provided hanging devices.
- It is suggested that works on paper be matted under plexi or glass and framed.
- Paintings on canvas do not need to be framed if the sides are painted.
- For ease of handling, we prefer exhibitors use the libraries hanging devices to hang works from wall moldings.
- Exhibitors are responsible for hanging and taking down all works within the scheduled month. Care must be taken to maintain the condition of the walls. If any damage occurs to the walls or other Library property, a repair/replacement fee will be levied.
- To protect walls, bumper cushions must be applied to the back cushions of frames.

- The maximum size of a picture to be hung (on the walls above the bookshelves) is 2'L x 4'W. The two narrow walls at the sides of the outer most windows may hold longer, narrower pieces.
- The three window wells may be used to show 3-dimensional sculptings / vessels, suitable to their size ... 18"D x 20"W. *Be aware that these open spaces receive sun and heat.
- **Only** "painters tape" or removable putty may be used to hang title labels.
- Labels are not required, but strongly suggested. They can include each work's title, medium and or other info that viewers might find interesting relating to the piece. Labels may be typed or neatly hand-printed.

Young Adult Room Exhibit Space



PROCEDURES RELATING TO YOUNG ADULT ROOM EXHIBIT

- An Exhibit Request Form must be completed and signed by the exhibitor and returned to second floor Reference Desk. Examples of work must be emailed to the coordinator in jpg format. ****Actual examples may be requested by the coordinator before exhibit is accepted.***
- Brief biographical statement including: name / age /school / town.
*Suggested but not required: influential art instructor and artists, favored mediums / inspiration / how long exhibitor has been creating /other interests
- Coordinator will work with the exhibitor to arrange assembly and removal of display as scheduled. A space of a day or two between exhibits allows for a
- reasonable transition. If an unexpected situation necessitates changing the schedule, by the Coordinator or the exhibitor, one will contact the other ASAP.