

# Policies and Procedures for Use of Oresman Gallery

The Larchmont Library welcomes local and area artists to display their works of art as a way of supplementing the library's educational and cultural role in the community and to enhance the experience of the library's patrons. The Oresman Gallery offers a comfortable and easily accessible exhibit space for artists to display their works and for the public to enjoy rotating exhibits.

## The Gallery

The Oresman Gallery is on the lower level of the library and is a 47-foot long passageway that connects the front of the library to the Children's Room in the back. The passageway is on a slight incline. Large, high windows on one side provide natural daylight. Exhibit space consists of walls on each side with fabric-covered wood panels into which nails are hammered to hang the artwork. Due to the busy foot traffic in the passageway, the library discourages exhibiting high value or delicate hangings as well as items on pedestals.

## Application Process

Individuals or groups of artists as well as non-profit or educational groups may apply to stage an exhibit. Consistent with the library's Facility and Use Policy the Gallery is not available for religious causes or activities; for groups that advocate for specific political causes or candidates; or any activity prohibited by law. Please see the full [Facility and Use Policy](#) for more detail.

Applications may be completed online, downloaded from the Exhibits page in the "Things to do" section of the library's website ([www.larchmontlibrary.org](http://www.larchmontlibrary.org)) or can be obtained from the library's Publicity Assistant, Auriyanna Melendez. Due to high demand, only one application per person/group may be submitted per year.

- The applicant must provide either a link to their website or photos of at least (3) representative items to be displayed.

## Approval process and considerations

The Board of Trustees has delegated approval authority to the Library Director or his/her designee. The suitability of the items to be exhibited relative to the library's educational and cultural missions is the primary requirement for approval. Considerations may also include the public's likely interest, historical or cultural relevance, and/or entertainment value. Local and

area artists will be given preference. Library use of the gallery will take precedence over any other use and, although not expected to occur, the library reserves the right to suspend or cancel an exhibit if the space is needed for library purposes.

Applications will be approved within 30 days of submission on a first-come first-served basis; scheduling will depend on the list of already-approved and scheduled exhibits. Exhibits are typically displayed for one calendar month. Any approved exhibitor will pay a fee of \$100 to the library within 45 days prior to the start of the exhibit.

## **Responsibilities of the exhibitor(s)**

- The exhibitor is responsible for hanging and removing the art on the dates stipulated by the library, typically the first and last day of the month assuming the library is scheduled to be open. The art must be framed or professionally mounted; framed works must have appropriate wire for hanging. *No adhesive may be used or marks made on the walls or wall coverings.* The gallery must be left in neat and orderly condition once the exhibit is taken down. The library reserves the right to charge a cleaning fee if the library deems its clean-up requirements to be excessive.
- The library will provide a ladder but other supplies for hanging are the responsibility of the exhibitor including tools and hooks.
- The library will prepare publicity for the exhibits (see “Responsibilities of the library.” To enable the library to do so, the exhibitor will provide the library with the title of the exhibit, short biographical information of the exhibitor(s), and any other information to be publicized at least 45 days prior to the start of the exhibit. The exhibitor may promote the display through their own social media accounts (Facebook, Instagram, Twitter etc).
- The library will create the signs inside the library related to the exhibit (Title/name(s) of artist(s), directional signs etc). However, the exhibitor may create informational labels (title of piece, location or short background, date created, price if applicable, etc) for each piece to affix to the gallery panels with tacks or nails (no adhesive may be used).
- Items on display in the gallery are not covered by the library’s insurance policy. If the exhibit is approved for display, *the exhibitor will be required to sign and submit a Release of Liability (attached to the application form) concurrent with the exhibition fee.* The library recommends that exhibitors procure a “floater” liability policy through their own insurance company for the period of the exhibition exhibitor.
- If the exhibitor chooses to display work for sale, any sales shall be between the exhibitor and the purchaser; the library has no role. However, all pieces of art shall remain on display until the exhibit concludes.
- If the exhibitor would like to have a reception during the exhibit, please see the “Reception” section below for details.

## Responsibilities of the Library

- The library is responsible for approving and scheduling exhibitions. Each item in an exhibit must be approved 10 days in advance of the exhibit by the library director or his/her designee. If any items are deemed inappropriate for the library environment, the library reserves the right to request a substitution.
- The library will assure that the gallery space is neat and ready for the installation of the exhibit. The library is not responsible for installing any displays or their removal. The library is not responsible for any damage or theft to items that are exhibited.
- The library will provide publicity through press releases to local newspapers and LMCTV, on the library's website, through its patron newsletters and its social media accounts. The library will provide signage for the exhibit (Title, name of artist(s), relevant information).

## Receptions

Once an exhibit has been approved and scheduled, the exhibitor may choose to have an opening reception. Receptions may be held on Saturday afternoons from 2:00 to 4:00 p.m. and must be open to the public. Requests to hold a reception at other times when the library is open may be considered. All exhibitors must adhere to the following:

- The exhibitor shall provide any refreshments that are desired; any refreshments must be ready-to-serve as the library does not have any kitchen facilities in which to chill/heat/prepare food. The exhibitor is also responsible for providing a tablecloth, paper goods, cutlery etc at their own expense. The library can provide a 6-foot folding table.
- Beverages may include wine although the exhibitor must obtain a one-day liquor license to do so. A professional caterer can obtain this license or the exhibitor can apply at <https://liquorauthority.org/special-event-permit>. This license must be provided to the designated contact person prior to the reception.
- If desired, the time and date of the reception can be included in any publicity provided by the library.
- The exhibitor will pay for custodial help to clean after the reception (minimum two hours). Although not expected, the library reserves the right to charge for any additional clean up required.
- Respect for a traditional library atmosphere (quiet, orderly and clean) must be maintained at all times.

*This policy was updated June 16, 2021.*