



FALMOUTH MEMORIAL LIBRARY ACQUISITION AND DISPLAY OF ART POLICY

General

The Falmouth Memorial Library Board of Trustees recognizes that the display of art in the Library or on the Library grounds is a valuable service to the community, and encourages Falmouth residents and other friends of the Library to donate individual works or collections of art, so long as such gifts are in keeping with this Policy. The Library is pleased to accept works of art that meet certain standards, including but not necessarily limited to those articulated below, and special effort will be made to acquire or display works by Falmouth artists or that have a Falmouth or State of Maine theme. The term “Art” in this Policy refers to works in many media, including but not limited to paintings, drawings, sculpture, photography, maps, charts, posters, textiles, crafts, models, etc. All gifts of art will be made pursuant to a Falmouth Memorial Library Deed of Gift or other document mutually agreed upon by both the donor(s) and the Library. The Library staff and Art Committee do not determine the market value of any donated items; the value of any gift for tax purposes must be determined by the donor.

Art Committee

The Board of Trustees will create and maintain a committee to develop and implement the Library’s policies and procedures regarding all aspects of art display, acquisition, disposal, etc. At least one active member of the Board of Trustees shall be a member of the Art Committee. Other Art Committee members may be Falmouth residents with special interest or qualifications in the field of art. The Library Director, or another Library staff member, will be an ex-officio member of the Art Committee.

Appropriateness, Community Standards

Work will be accepted for display or acquisition only if it meets generally accepted community standards and is suitable for public display in the Library. The Art Committee reserves the right to decline to display any specific work or body of work if such work does not meet these conditions.

Temporary Art Exhibits

In addition to those works donated to or purchased by the Library, the Library may exhibit from time to time works by artists who have agreed to display their work for a certain period of time. Such exhibits shall be pursuant to the artist making written application to the Library, which application shall include the artist agreeing in writing to the terms of the Falmouth Memorial Library Exhibiting Artist Information Sheet and any other policies and procedures determined by

the Art Committee to be appropriate for the specific exhibit. Items displayed must be hung in accordance with the Library's available space and mounting hardware, and are to remain at the Library for the full period of the exhibit. Works displayed in temporary exhibits may be for sale, as long as the artist complies with the conditions listed below.

Conditions of Display

In general, temporary displays will be for four-to-six week periods. The Art Committee will schedule exhibits and will determine such matters as hanging, area of display, notes or brochures to be available for the display, etc. The Art Committee will require an inventory of all items in the exhibit, and all artwork will be signed in and out with a member of the Art Committee. The artist or artists must work with the Art Committee contact person to hang and take down the items exhibited; Library staff is not involved in the handling of displayed artwork. The Library will publicize the exhibit to the best of its ability. Artist information must be submitted one month before the scheduled exhibit, and clear photographs should be submitted for publicity. Other display conditions are listed on the Exhibiting Artist Information Sheet, which may change from time to time.

Areas of Display

Decisions as to where items will be displayed are the responsibility of the Art Committee and the Library Director.

Security, Insurance and Conservation

The Library is an open, public facility without security arrangements other than those necessary for regular library operations. The Library carries insurance that covers loss by fire, theft, and water for its own property, but that coverage may not extend to items loaned to the Library or on display as part of a temporary exhibit. While the Library will make every reasonable effort to monitor and protect items on exhibit, it cannot assume any responsibility for damage or loss sustained while items are displayed. Artists who exhibit at the Library or persons who loan art works to the Library are encouraged to carry sufficient insurance to cover any damage or loss that may occur while the works are on display at the Library. The Library does not have any conservation storage facilities, and it is not feasible for the Library to display works of art that require special temperature, humidity, or light control. Humidity and temperature are kept at levels appropriate for regular working conditions but may not be appropriate for valuable works of art. All risks related to temperature, humidity, or light are the responsibility of the owner/exhibitor/lender.

Sale of Exhibited Artwork

Works that are loaned to the Library or that are part of a temporary exhibit may be for sale. Each piece available for purchase must be numbered and listed on a corresponding price list that is to be left at the Library circulation desk. The Falmouth Memorial Library does not handle any aspect of artwork sales. All sales negotiations are between the artist and the purchaser directly. Pieces sold during an exhibit must remain on display through the entire run of the exhibit, unless other

arrangements have been made with the Art Committee. The Library does not charge an exhibit fee or any commission or fees on sales of pieces exhibited. In the event a work is sold, a donation to the Falmouth Memorial Library would be greatly appreciated.

Disposal of Donated Artwork

The Falmouth Memorial Library reserves the right to use, retain, display, or dispose of any unrestricted gifts of works of art in any fashion as the Library sees fit. The Library may choose not to display a donated work of art, and it may also determine that if such work of art is inappropriate to its collection, the work may be sold, donated to another institution, returned to the donor, or disposed of in any other way determined to be in the best interest of the Library. Any restrictions placed on the disposition of donated works of art must be stated in the Falmouth Memorial Library Deed of Gift and agreed to by the Library.

-Adopted by the Board of Trustees August 25, 2008

-Updated by the Board of Trustees December 9, 2019



**FALMOUTH MEMORIAL LIBRARY
ACQUISITION AND DISPLAY OF ART POLICY
APPLICATION FOR EXHIBIT OF ART**

Name: _____
Contact Person (if group or if different from artist): _____
Address: _____
Phone Number: _____
Email Address: _____ Website: _____
Previous Exhibits: _____

PROPOSED EXHIBIT

Title of Exhibit: _____
Medium/Media: _____
Space Requirements: _____
Please describe your show as you would like to see it described in a press release: _____

Will you have any receptions or programs associated with your exhibit? _____ Yes ___ No
If yes, please describe: _____ Will your artwork be for sale? _____ Yes ___ No

Please attach resume or C.V., if available, or other information about your work, and samples of any brochures or information handouts that go with your exhibit. A clear photo or digital image of a sample of the work to be exhibited would also be helpful.

By signing below, I agree to abide by the terms of the attached Falmouth Memorial Library Exhibiting Artist Information Sheet.

Artist Signature (or signature of person responsible for group show): _____

Date Submitted: _____



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EXHIBITING ARTIST INFORMATION SHEET

- Selected artists are expected to work with the Art Committee contact person to hang and take down the show at mutually agreeable dates. All artwork is to be signed in and out with a member of the Art Committee. Library staff is not involved in the handling of the exhibits; artists must work with a member of the Art Committee when exhibits are being hung or removed.
- Artwork cannot be removed from the exhibit prior to the final date of the show.
- Permanent fixtures or adhesives of any sort cannot be used on the Library walls.
- No clip type frames with exposed glass edges can be utilized for exhibiting. No glass covered pieces can be exhibited over seating areas.
- All pieces must be brought to the Library ready to hang with mounting wire in place, and approved for hanging by an Art Committee representative. Frames and mountings should be secure. (Note: Saw tooth hangers do not work with our hanging system)
- The Library will make every attempt to monitor and protect items on exhibit but it does not assume any responsibility for damage or loss sustained while items are displayed. Artists are encouraged to have insurance to cover damage or loss.
- Prepare an artist's statement that the Library can provide patrons interested in knowing more about you and your work. Include contact information if appropriate.
- Prepare an inventory of artwork included in the exhibit, including title, dimensions, and medium of each piece. If available for sale, number each piece and prepare a corresponding price list that will be kept at the Library. The Library does not handle sales of the artwork. All sales negotiations are made between the artist and the patron directly. Sold pieces must remain on exhibit through the entire run of the exhibit, unless other arrangements are made with the Art Committee. The library does not charge a commission on sales or exhibition fee. A voluntary donation to the Library is greatly appreciated.
- The Library will publicize the show to the best of its ability. Artist information must be submitted one month before the scheduled exhibit. A clear photograph or digital image is helpful for publicity.
- Receptions or gallery talks can be arranged but must be coordinated with the Art Committee contact person and the Library Director. Printed announcements should be made available for library use. Artists are responsible for all costs associated with a reception (including, but not limited to, mailings and food/beverages.) No alcohol is to be served in any rooms utilized for receptions.



**FALMOUTH MEMORIAL LIBRARY
DEED OF GIFT**

This agreement is made on the _____ day of _____, in the year 20_____
between (donor) _____ and the Falmouth Memorial Library
Association, Falmouth, Maine (donee).

It is hereby agreed that said donor gives, grants, and confirms unto the Falmouth Memorial
Library Association, the following described property:

Estimated value: _____

As an unrestricted gift, and transfers to the donee legal title and all rights in the property insofar
as s/he holds them, except as noted below:

Said donor further agrees that any elements of the above-described property which are felt by the
donee to be inappropriate to its collections shall be transferred or disposed of by the donee as it
sees fit, or returned to the donor if so requested here:

All objects given as unrestricted gifts are subject to the following stipulations:

1. The donee shall have the sole discretion as to the use and retention of objects given to it
as well as to where or for how long objects given to it shall be exhibited to the public.
2. The donee's staff does not supply appraised valuations for objects received as gifts. The
donee does not accept responsibility for the adequacy or correctness of any estimates of
value which may be supplied.
3. Contributions to the donee are deductible for income tax purposes under Internal
Revenue Service Code, Section 170 (b-1).

Donor(s): _____

Address _____

Phone # _____

Credit / Acknowledgement Line: _____

(Form of acknowledgement desired for publicity, labels, bookplates, etc.)

By: _____

PRINTED NAME: _____

DATE: _____

ACKNOWLEDGEMENT

The Falmouth Memorial Library hereby acknowledges with thanks the receipt of the property described above.

By: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____