



WEST BRIDGEWATER
PUBLIC LIBRARY

Exhibit Application Rules, Regulations & Information

The West Bridgewater Public Library is delighted to announce an open call for artists and art exhibitions for 2024. Submissions will now be accepted on a rolling basis. Selected artists/exhibitions will be given a showing in the 2024 calendar year.

Thank you for your interest in exhibiting at the West Bridgewater Public Library. The Beth Roll Smith Gallery at the West Bridgewater Public Library features month-long exhibits by local artists. The gallery celebrates our community's vibrant and diverse artistic community, and makes art accessible to all residents of West Bridgewater. If selected, each featured artist may host an opening reception for their exhibition, giving our community the opportunity to meet you.

We encourage you to take a tour of the gallery space prior to applying so that you are familiar with the room's size, limitations, and installation equipment. Works in all media will be considered with the exception of free-standing three-dimensional sculptures and works with audio and/or visual components that require electricity. The multi-functional nature of this space does not allow for the installation of pedestals, speakers or electrical cables.

To be considered for an exhibit, please complete the **Exhibit Application**. We would like to thank all artists for the care and time taken in submitting applications.

ABOUT THE SPACE

The Beth Roll Smith Gallery is located at the front of the building in the left wing. The gallery spans across three walls, and is approximately thirty feet by twenty feet in size. The hanging mechanisms are approximately five feet long and six feet wide. A rail mechanism is used with removable hook rods, allowing artists to hang and space their pieces as desired. The maximum number of hooks available is twenty-seven, and the amount that is able to be utilized may vary for each exhibitor depending on the size, shape, weight and installation techniques of the artwork. This area is used as a multi-functional space and may also simultaneously host a variety of programs, meetings, and other such occurrences in addition to its purposes as a gallery.

ELIGIBILITY

Artists

Artists **must reside within Massachusetts or Rhode Island** to be considered for this call for art. Priority will be given to applicants residing within West Bridgewater, as we wish to showcase the creativity and diversity of our local artists.

Artwork

Works in all media will be considered with some exceptions listed below. Examples of **acceptable media** include but are not limited to: works on paper, works on canvas, mixed media, printed digital works, photography, textiles, and three-dimensional art that can be hung. All pieces must be original artwork that was created by the exhibitor. Submitted artwork is subject to assessment for quality, scale, and appropriateness by library staff. Approved artwork must arrive in ready-to-hang condition.

Due to the limitations and nature of the space, some **exceptions** exist. Any three-dimensional artwork that would require a display pedestal or artwork that is free-standing will not be considered. Media that requires audio/video components or the use of an electrical outlet will not be considered. In addition, any artwork that may seem unstable, fragile, sharp, hazardous, etc. may not be considered.

Since the gallery resides within a public building that is accessible to people of any age, race, religion, and ethnicity, the appropriateness of content will be thoroughly reviewed during the decision-making process. The West Bridgewater Library shall not discriminate on the basis of message or viewpoint but may discriminate on the basis of perceived aesthetic or historical value, or other criteria unrelated to any viewpoint. According to the laws applicable to public library buildings, **the following types of items shall not be selected or approved for display**: (a) items that are for the purpose of political fundraising as prohibited by Mass. Gen. Laws. ch. 55, § 14, and (b) items that endorse religion or any particular religion, or opposition to religion or to any particular religion. Any person wishing to appeal a decision about a display or exhibition can submit such appeal, in writing, to the Library Director.

Applications

The library staff will review applications to select candidates. Artists interested in exhibiting at the Library must submit an **Exhibit Application**. Physical applications can also be made available upon request at the main circulation desk. Additionally, an applicant **must provide at least 3-5 images of the artwork** that is to be considered by attaching the images to the application or emailing them to kbenoit@westbpl.org. Only complete applications that have images for review will be considered. Applicants will be notified by email after all information has been reviewed.

Group Applications

Exhibits may feature more than one artist in a group exhibit. For group applications, select the **Group Exhibit** option and submit **one combined application** that lists all participating artists and includes a description of the collection of artwork as a whole. Group exhibits with a large number of participants are allowed to submit one image per artist, but additional images may be requested. Email kbenoit@westbpl.org with any additional information, questions, or to submit images for review.

INSTALLATION

The Beth Roll Smith Gallery features exhibits that last for a period of one month, as assigned by the gallery manager. Exhibitors are responsible for installing and uninstalling their exhibitions. Installing and uninstalling must occur **during library hours only**. The gallery manager can assist in the process and provide suggestions, but will not solely be responsible for installation unless promptly informed of a circumstance that prevents the exhibitor from installing the work. Appointments for setting up and dismantling the exhibit must be scheduled in advance. All artwork will be reviewed before installation occurs. Exhibiting artists will be asked to sign a waiver the day the show is hung.

It is expected that the artist will monitor the condition of the exhibition during the period of the installation. Should concerns arise, the exhibitor will be contacted immediately. West Bridgewater Public Library assumes no responsibility for the security or welfare of exhibits at any time, including during transport, installation, exhibiting, or dismantling.

Additional Installation Guidelines

- The gallery is equipped with an art hanging system. The hanging rods are supplied by the Library. You **may not alter the walls in any way** including through the use of nails, picture hanging hooks, adhesives, or other means except for the provided hanging material.
- Artwork must be in **ready-to-hang** condition. Framing, wiring, or similar hanging alternatives are the responsibility of the exhibitor and will not be provided by the library. Artwork should not require additional procedures or equipment for installation and/or maintenance.
- Artwork must not have any potential to create an unsafe condition, as the area is often used for children's activities. Artwork that is unstable, fragile, sharp, hazardous, etc will not be displayed.

ADDITIONAL INFORMATION

Publicity

- Artists must provide a brief artist statement that will be displayed alongside the exhibit. This may include a biography, exhibition history, contact information, etc.
- Exhibitors must provide the Library with a brief description of their exhibition (such as a general theme, inspiration, etc.) and a high-quality image of at least one of the exhibit pieces that can be used for the library's publicity purposes, such as posts on our social media, website, newsletter, etc. The submitted image may also feature the artist, if they so choose.
- The exhibition will be posted on our calendar as an event that runs through the entirety of the month. If hosting a reception, the date can also be included on the calendar upon request.
- Any additional advertisement is the responsibility of the exhibitor. Additional publicity materials (postcards, etc.) are permissible but are the responsibility of the show organizer. All publicity for an exhibition must credit the West Bridgewater Public Library.

Reception (*if applicable*)

- In order to accommodate a reception, the date and time must be approved at least two weeks in advance. All details of the reception must be shared in advance. The exhibitor may use either the meeting room or gallery space for the reception.
- Receptions must be scheduled during business hours, Monday through Saturday.
- Exhibitors will serve as the point-person and take full responsibility for their receptions.
- To minimize disruption to patrons of the West Bridgewater Library, receptions must take place within the gallery space or in the meeting room. West Bridgewater Library reserves the right to ask exhibitors to quiet their receptions if the noise is impacting use of the space for patrons.
- Please arrive early for set-up. The arrangement of furniture must be determined by the exhibitor. Chairs and tables available upon request.
- Food/beverage cannot leave the gallery space or meeting room or it shall violate the Libraries' Food and Beverage Policy.
- The serving of alcohol is not permitted.
- The use of heating elements (such electric kettles, sterno, etc.) are not permitted. Hot water can be made available upon advanced request.
- Clean-up following receptions is the responsibility of the exhibitors and must be completed by closing time of the library.

Fees & Sales

- There will be no admission fee charged to view the exhibits.
- The library provides the use of the exhibition space for free and does not charge any commission fees.
- Artists may not sell any of their artwork while at the library. However, artists are allowed to direct patrons to another way in which they can purchase their artwork or support the artist, such as an online storefront, etc.

General Information

- To properly showcase Exhibitors' work, West Bridgewater hosts several exhibits per year. To allow more opportunities to share artists' work, the average length of an exhibit is one month. Exceptions can be made at the discretion of the West Bridgewater Library Gallery Manager.
- Exhibit history may be considered when selecting candidates. Preference will be given to first-time exhibitors.
- The library will determine which month your show will take place and communicate the determination as soon as possible. If any issues arise with the assigned month, please contact us as soon as possible.
- We are unable to consider incomplete or incorrect submissions.

Exhibit Application

In order to be considered, artists or groups of artists must submit their application in one of two ways:

- Complete the online Exhibit Application Form <https://forms.gle/jMnpwxtJiMuLwCqdA> **OR**
- Complete a physical Exhibit Application Form, provide an Artist Statement (no more than 1 page), and submit at least three (3) images of the proposed exhibit's artwork. You may email the images to kbenoit@westbpl.org or drop off all documents at the West Bridgewater Public Library.

Responses will be delivered after a completed application is reviewed. This communication may include a request for more information, clarification, and/or changes.