

The Wolfeboro Public Library offers the community an opportunity to share in the enjoyment of the visual arts, to allow artists and community members to share their talents and information, and to enhance the environment in which Library services are delivered. One important method of doing so is to provide space for hobby, craft, art, and informational exhibits.

Organizations and individuals wishing to utilize the library for an exhibit must consult with the Library Director or the Assistant Library Director who will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit. Decisions concerning the appropriateness of the work of artists and/or exhibitors will be made by the Library Director in conjunction with the Library Trustees. These decisions are final.

Exhibits are offered as a community service and do not carry the endorsement of the Wolfeboro Public Library, its employees, the Trustees, or the Town of Wolfeboro.

Eligibility:

The type of exhibit spaces available include wall mounted or two-dimensional exhibits in display cases, and free-standing work too large for the display cases. Exhibits are on display for one month. New exhibits are installed on or near the first day of the month and taken down during the last few days of the month.

Groups and individuals interested in exhibiting their work at the library are encouraged to contact the Library Director or the Assistant Library Director. The Library reserves the right to arrange exhibits in the library and to make the final decision regarding content and physical presentation of all exhibits and displays. The Library Director or the Assistant Library Director shall approve all exhibits prior to set up. Any individual or organization wishing to use the display/exhibit space shall complete an Exhibit Agreement and a Waiver of Liability form.

Conditions of Exhibition:

1. Groups or individuals may request or reserve exhibit space up to one year in advance. No exhibit can be installed without permission from the Library Director or the Assistant Library Director. In the selection of exhibits, priority will be given to Wolfeboro residents or those otherwise connected to the town. Library initiated exhibits will be given priority. Individuals or organizations exhibiting in the Library will have their exhibit schedule confirmed through email or by letter. Reservations cannot be confirmed over the phone.
2. As part of the reservation process, the Library may request that an individual or group representative present a sample photograph of the work to be shown. Potential exhibitors are encouraged to provide sample photographs.
3. While every effort will be made to honor reservations, the unexpected can happen causing a cancellation, early removal, or a delay in availability to install an exhibit.
4. The Library has an art hanging system for hanging items on the wall. A step ladder is also available. Each exhibitor is responsible for hanging his/her own artwork, and for providing all necessary materials for organizing an exhibit.
5. Publicity is the responsibility of the exhibitor except when the exhibit is co-sponsored by the Library.
6. The Wolfeboro Public Library does not carry insurance to cover the loss of items included in an exhibit. The Library cannot assume financial liability for loss or damage. Since the exhibit may be in an unsupervised area, exhibitors should consider the possibility of

providing private insurance. Exhibitors must sign a waiver of liability holding the Library, its employees, trustees, and the Town of Wolfeboro harmless for any damage or loss of loaned material.

7. All exhibit pieces will remain for the duration of the exhibit period.
8. Exhibit cases may not contain materials that will decay, become hazardous, or leave stains. Exhibitors will be charged for any damage caused by their display.
9. All descriptive labels should be affixed to the picture frames, not to the walls. No sales transactions may take place on Library property.
10. No prices may be posted on the items in the exhibit. A price list may be kept behind the circulation desk. Any cards, brochures or information about the artist can be on view at the show. If any item is sold during the show, it must stay up the entire length of the show.
11. Should the exhibit materials not be picked up at the end of the exhibit, the Library will attempt to contact the individual or group representatives for two weeks. If the material has not been claimed within that period, the material will be placed in a storage area for 90 days. Items not retrieved after 90 days will be disposed of at the discretion of the Library.
12. Exhibitors may not schedule special opening or other events without the permission of the Library Director or the Assistant Library Director. All arrangements must be approved by the Library Director at least two weeks prior to the planned event. No alcoholic beverages may be served. The event must be open to the public.
13. Failure to abide by these requirements could result in denial of further requests to utilize Library exhibit spaces.

Adopted by Board of Trustees 10/5/20; Revised and Adopted 2/12/24; Revised and Adopted 3/10/2025