



## GALLERY GUIDELINES

The Nashua Public Library Art Gallery provides a space for local artists to exhibit their work for the community to enjoy.

### **Application Process:**

A call for artists goes out in the fall for the following calendar year's exhibits. Exhibits are up for two months. Occasionally, unforeseen circumstances may require the library to change the dates of an artist's exhibit. In such an event, the library would provide timely notice to the artists of the date change. If artists are not selected, they must apply in subsequent years to be considered.

### **The Gallery Space/Hanging Art:**

The gallery space consists of approximately 60 linear feet.

All artwork must be wired for hanging. Artwork cannot be adhered directly to the walls of the gallery without prior permission. We strongly prefer that artwork is professionally framed, canvas stretched on a wooden frame, etc.

Artists are responsible for hanging and removing all artwork. The library has a GalleryOne hanging system that hooks into the back of framed images with wire. A staff member may be available to assist but this is not guaranteed.

The library can provide exhibit labels for the artists or artists can provide their own. The library needs at least one week of lead time to produce exhibit labels in house.

Prices are not displayed but a price list can be made available at the Chandler Wing Desk if work is for sale. Artist must provide the price list.

### **Publicity**

The library will help the artist publicize the exhibit and opening reception. Artists must complete a publicity questionnaire and provide digital photographs of work to be exhibited at least one month prior to the exhibit. Artists are encouraged to publicize their exhibit through their own social media platforms and contacts.

Artists are encouraged to have an opening reception at a date/time agreed upon with library staff. Artists provide refreshments, utensils, and set up/clean up if refreshments are served.

### **Waiver**

The Nashua Public Library carries no insurance to cover the loss of artwork and cannot assume financial responsibility for loss or damage. The gallery space is unsupervised and exhibitors are encouraged to provide their own private insurance if security is a concern. Exhibitors must sign a waiver of liability holding the Nashua Public Library and the City of Nashua harmless for any damage to materials/artwork loaned.