
I. PURPOSE:

The East Longmeadow Public Library supports artistic expression and community engagement through exhibits. Exhibits must align with the Library's Mission and Values, as defined in the Strategic Plan, and should not deter or discourage Library use or interfere with Library operations. Exhibit areas are limited public forums, and content must be appropriate for patrons of all ages.

Permitted use of exhibit or display space does not constitute or imply an endorsement of policies, beliefs, practices, or programs by the East Longmeadow Public Library, Library Staff, or the Town of East Longmeadow.

II. APPLICATION PROCESS:

- A. Applications are reviewed in October for exhibitions scheduled in the following calendar year.
- B. Exhibit applications are accepted throughout the year.
- C. Applicants will be notified of booking decisions by November 30.
- D. Applications not selected by November will be closed. Artists and displayers are welcome to reapply during the next application cycle by submitting a new proposal.
- E. In the event of a cancellation, an application from the upcoming booking year may be selected to fill the open slot.

The Exhibit Application form is available on the Library's website. All applicants will receive confirmation of submission; however, only selected applicants or applicants whose applications require additional information will be contacted.

The Library may choose to reserve space for Library or Town use or opt not to schedule exhibits during certain periods.

III. REVIEW AND SELECTION:

Applications will be reviewed and selected by the Library Director, or designee, based on the following criteria:

- A. Preference goes to local individuals or organizations.

- B. Relevance to the region, community, or the Library's Mission.
- C. Balance and diversity of past, current, and future exhibits.
- D. Adherence to size and installation requirements.

Based on perceived public interest, the Library may request the exhibitor to participate in an art program for the public during the exhibition period. If an exhibitor is interested in personally hosting a public program, they may do so following the guidelines outlined in the Library's [Meeting Room Policy](#).

IV. EXCLUSION CRITERIA:

Items are on display in public areas, and must be appropriate for patrons of all ages and a library environment. The Library reserves the right to exclude items that include:

- A. Obscenity, sexual content, or nudity.
- B. Hate speech, racism, inappropriate behavior, violence, or drug use.
- C. Political or social fundraising content.

All decisions made regarding selection are final. There is no appeal process for non-selected applications.

V. EXHIBITION AREAS:

Community Room

- Equipped with a hanging system.
- Used for two-dimensional artwork.
- Art must be framed or mounted and ready for hanging.

VI. INSTALLATION AND REMOVAL:

- Exhibitors are responsible for installing and removing their own work within dates arranged with the Library Director, or designee.
- Installation must occur during the Library's operating hours.
- No storage is available. The Library Director, or designee, reserves the right to remove an exhibit or display that has been left beyond the scheduled display period.

- Artwork must be hung using East Longmeadow Public Library’s existing display system. No adhesive, nails, hooks, or fasteners may be applied to the walls.

VII. SIGNAGE AND PUBLICITY:

- East Longmeadow Public Library will produce exhibit signage, which may include the following information as submitted by the exhibitor: artist name, title of the exhibit, artist statement or biography, medium, and contact information or website/QR code.
- With regard to exhibited artwork, the artist may create identification cards (maximum 4x6 inches) for individual works and may include only: artist’s name, title of the work, dimensions, medium, and date of creation.
- With prior approval from the Library Director, or designee, a price list with contact information may be provided for interested purchasers and displayed near the artwork.
- No other signage may be posted without Library Director, or designee, approval.

Publicity of the exhibit may be shared by the East Longmeadow Public Library through the website, newsletter, or other communication channels. Additional promotional materials produced by the exhibitor must be approved by the Library Director, or designee, and must not imply Library endorsement.

VIII. SALES:

- Any work sold must remain on exhibit until the end of the exhibit period.
- Transactions are conducted independently by the exhibitor and purchaser.
- A QR code, website link, or contact information may be provided for interested patrons.
- The Library takes no commission and does not participate in sales or negotiations.

IX. INSURANCE AND LIABILITY:

The Library does not provide insurance for any exhibited items. All exhibitors must sign a Release and Indemnification Form acknowledging:

- Responsibility for timely installation and removal of materials.
- Full liability for damage to or loss of exhibited materials.

- Indemnification of the Library against any claims resulting from the exhibit or its installation.

For group exhibits:

- Groups of more than three must designate one representative to submit an application on behalf of all participants.
- Groups of three or fewer must each sign individually.

X. LIBRARY'S RIGHT TO REMOVE OR RESCIND:

The Library Director, or designee, reserves the right to cancel, postpone, or remove any exhibit for any of the following reasons:

- Maintenance, renovation, or emergency issues.
- Safety concerns or hazards to staff, patrons, or the building.
- Interference with Library access, services, or operations.
- Noncompliance with this policy.

XI. CONSEQUENCE OF NONCOMPLIANCE:

Failure to adhere to East Longmeadow Public Library's Exhibit Policy, or any other Library policy, may result in:

- Immediate removal of an exhibit or display.
- Suspension of eligibility for future exhibits.
- Revocation of library privileges, if applicable.

XII. DONATING ARTWORK TO EAST LONGMEADOW PUBLIC LIBRARY:

Exhibitors may be interested in donating their items to the Library following their exhibition period. Exhibitors are encouraged to review the [Donation Policy](#), available on the Library's website or by contacting the Library Director.

Adopted by the Board of Library Trustees September 24, 1990.

Amended by the Board of Library Trustees February 15, 2017.

Approved by the Board of Library Trustees, March, 2026.