

The Richard R. Cass Art Gallery Policies

The West Caldwell Public Library offers gallery space in the Richard R. Cass Art Gallery for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items. All exhibits are free and open to the public.

The Library encourages exhibitions of painting, photography, crafts, etc., for civic, cultural, educational and recreational purposes. **Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance.** Local and regional residents and organizations are invited to apply however in an effort to have a wide variety of works we restrict artists from exhibiting his/her work two consecutive years in a row. Preference is given to applicants from West Caldwell.

Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for Library purposes.

The Library Director, as designee of the Library Board of Trustees, has authority for approving the use of exhibit space. Application for exhibit space is made to the Library Director or designee. Acceptability of an exhibit is at the discretion of the Library Director whose decisions may be appealed to the Library Board of Trustees. In exercising such discretion, considerations will include artistic merit, degree of general public interest in the subject matter and medium/media of an exhibit, importance of the exhibit as a record or reflection of the times or of the community, and degree to which the exhibit will be responsive to and consistent with the Library's [Mission Statement](#) and [Policies](#).

Application for use can be made by contacting the Library Director or designee, who will first determine if the exhibit space is available when the artist wishes to exhibit. Exhibits are scheduled for not more than a month, for which a fee is charged (\$75.00). The artist will install and label his/her exhibit and materials must be removed by the artist as scheduled.

Insurance: The Library is not responsible for the theft or damage to items on exhibit, nor does it provide insurance to protect them. Insurance is the sole responsibility of the exhibitor.

Arrangement: The Library reserves the right to determine how all exhibits are arranged. Displayed items remaining beyond the agreed upon time period will be removed and placed in the Director's Office, if space permits, and will be held for a maximum of 15 days. Exhibiting items does not indicate endorsement by the Library. The Library will refer all questions regarding an exhibit to the artist. In rare situations, exhibits may be subject to rescheduling. The Library will notify the artist as soon as possible if an exhibit date needs to be changed.

Publicity: Any publicity, signage or written material provided by the artist to accompany an exhibit must be approved by the Library Director, and will then be displayed with the exhibit

Sales: The artist is responsible for conducting the sale of any work directly with the purchaser, not through the library staff. Works sold must remain on exhibit throughout the designated period. A price list may be made available next to the exhibit but prices may not be affixed to the work.

Approved 09.27.17