

## Exhibits and Displays at the Sturgis Library

It is part of the Sturgis Library's mission to:

- Support the lifelong pursuit of personal, vocational, cultural, and intellectual enrichment.
- Foster literacy, curiosity, and creativity in library users of all ages.
- Promote the free exchange of ideas and serves as a community meeting place.

To that end, we host exhibits and displays by individuals and organizations that highlight artwork, photography, crafts, collections, or that provide information to the public.

### GUIDELINES

1. Individuals and organizations may reserve the exhibit area or one of the display cases for one month at a time. Priority is given to library-related displays prepared by staff members.
2. Individuals and organizations will plan and execute their own displays and exhibits. They will familiarize themselves with the Library's exhibit space prior to the exhibit. They will provide supporting literature or information, signage, background material, and price lists. They will remove their exhibit on the agreed-upon date.
3. The Library reserves the right to refuse to exhibit and display materials it deems unsuitable, or those materials that do not support its mission.
4. The Sturgis Library will promote the exhibits and displays in their monthly newsletter and on their website. Information about the exhibit or display, or biographical information about the artist/exhibitor, should be provided to the library prior to the exhibit.
5. If an artist is offering their artwork or crafts for sale, they will work with the Library Director to establish a procedure for sale of items. The Library will receive 25% of the sale price as commission. The artist should prepare a price list sheet for staff to record sales, and provide a large manila envelope or container where staff can deposit proceeds from the sales. At the end of the exhibit, the artist/exhibitor will provide the library with the commission either in cash or by check.
6. The Library is happy to work with exhibitors to schedule an exhibit opening or gathering to highlight the exhibit as long as it falls within the Library's regularly open hours and is open at no charge to the public.

**To reserve exhibit space or for additional information, please contact:**

Lucy Loomis  
Library Director  
Sturgis Library  
3090 Main Street PO Box 606  
Barnstable, MA 02630  
508-362-6636 or 8448 email: [sturgislib@comcast.net](mailto:sturgislib@comcast.net)  
FAX 508-362-5467

## Sturgis Library Exhibit Application

**Application Date:**

**Name of Individual/Organization:**

**Address:**

**Telephone:**

**E-mail:**

**Description of Exhibit (include medium, theme, number of items to be displayed, etc.):**

**For artists: Please provide resume/CV or provide us with the following information:**

Previous exhibits (include dates & locations), education, awards/Prizes, and/or professional affiliations

**Exhibit month requested:**

*For staff use:* Set up date:

Take down date:

**Exhibit space requested:**

- Simpkins Room Art Gallery (can accommodate up to 9 framed works, no larger than 22" wide)
- Wall display case (Measures 56" wide x 50" high x 12" deep - shelves optional)
- Floor display case (Measures 67" wide x 31" high x 8" deep - great for smaller pieces)

**Waiver of Liability:** I, the applicant, have read and agree to abide by the Library's exhibit and display guidelines. I understand that the Sturgis Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display at the library are done so at the owner's risk. I have read the above Waiver of Liability and assume responsibility for observing all Library exhibit regulations.

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Signature

Date