

Exhibit and Display Policy

An application to display must be submitted to the Exhibit and Display Committee. The application is available on the library website, or in person at the Career and Learning Center. Once submitted, your application to display will be reviewed by the Exhibit and Display Committee, which will contact applicants when a decision has been made, based upon the totality of all items submitted for review. No items shall be substituted at any time prior to or during the exhibition.

The artist, collector, or organization will use only the display area for the scheduled period as determined by the library, generally not less than 4 weeks, and not to exceed 2 months. If the artist, collector, or organization does not provide the materials by the assigned period, the exhibition or display may be cancelled by the library. Applicants scheduled to exhibit or display in the library must sign the "Brentwood Public Library Exhibit and Display Agreement" form and provide a detailed list of the items for the exhibition or display area.

If the artist, collector or organization must cancel an exhibition or display, it is expected that the library will be contacted as soon as possible. If an artist, collector, or organization is a "no show," then the library reserves the right to refuse future exhibition and display space to the "no show" party.

All works of art will be displayed in an area designated, as the "Café Area" by the Library for such purpose. Artists are responsible for submitting work with the appropriate hardware and/or mountings for secure wall hanging or placement on display case shelves. Wall hardware is supplied by the Library in the designated display space. Artists may not attach any hardware or other item(s) to the Library walls or display area. Artwork that requires assembly or installation will not be displayed due to space constraints. Due to space limitations, the library cannot provide storage for the property of artists, collectors, individuals, groups, or organizations exhibiting or displaying in the library.

The Library also has three locked display cases available to display your collection. The display cases are eight inches high, twenty-seven inches in length, and fifty-seven inches in width.

The library does not facilitate the sale of goods or services associated with exhibitions and displays. Exhibitions and displays are for show only and the library does not post prices for artwork or other objects that may be for sale. All inquiries will be referred to the exhibiting artist, collectors, individuals, or organizations.

Name and contact information for works of art may be posted adjacent to the display. Artists are encouraged to include biographical information and/or explication about their work.