

The Brookfield Library Art Gallery

Exhibition Process and Proposal Form

182 Whisconier Road, Brookfield, CT 06804

Tel. 203 775 6241

<https://www.brookfieldlibrary.org/art-gallery/>
galleries@brookfieldlibrary.org

1. The Brookfield Library (the Library), the municipal library of the Town of Brookfield, has established the Brookfield Library Art Gallery (the Gallery) in the Library's Community Room. The purpose of the Gallery is to provide a venue for regional artists to present their works. The Gallery is administered by the Brookfield Library Art Gallery Committee (the Committee), which is chaired by the director of the Brookfield Library or their alternate. Other members of this Committee are local artists. The Gallery is also supported by the Friends of the Brookfield Library (the Friends).
2. The Committee welcomes proposals from individual artists and groups of artists (Artists) for exhibitions of their works. Proposals must be submitted using the attached Exhibition Proposal Form, may be sent or delivered to the Library, and must provide photographs of all works to be shown. For a group exhibition, each artist must complete a form. Artists are also encouraged to view the Gallery prior to submitting a proposal and to include in their proposal short biographies or Artist's Statements.
3. The Committee will review proposals periodically, will notify Artists of its decisions to accept or decline proposals, will accept or propose alternative dates, will maintain and promote a calendar of accepted exhibitions, or suggest re-submission of a proposal. The Committee may also invite professional artists to be curators for selected exhibitions.
4. Exhibitions will be booked for four to eight weeks with a period of up to one week between exhibitions to allow time for setting up and taking down.
5. The Community Room is accessible to any member of the public. However, given that it is used for a wide range of activities, including programs for young children, the Committee will reserve the right to deem specific works or entire exhibits unsuitable for display in this Community Room.
6. Artists whose works are accepted for exhibition must sign the waiver on the attached Exhibition Proposal Form and agree to the Exhibition Process described here.
7. Artists' works will be displayed only on the walls of the Community Room, the Staircase, and in the display cabinet in the main entrance to the Library. Promotional materials, such as a poster, may be displayed in other areas of the library. Two-dimensional works must fit within

the spaces shown in the Gallery Wall Plan document and project no more than 2 inches from the wall. Three-dimensional works must fit within the display cabinet.

8. Accepted works must be presented and removed promptly on the agreed dates. A member of the Committee will assist Artists in hanging and taking down their works. The Library has no facilities for storing Artists' works or other property before, during, or after an exhibition.
9. The Community Room and the Staircase are equipped with a conventional gallery hanging system, consisting of wires with adjustable hooks supported by a number of segments of track. (See the Gallery Wall Plan for locations.) The maximum load on a single wire must not exceed 33 lbs (Perlon) or 44 lbs (Steel) depending on the wire material. (See load specifications on page 5 of this document.) Larger or heavier works may be supported on two or more wires as needed. Works must be attached to the adjustable hooks by iron or steel wires or by rings directly attached to the frames. Plastic lines or strings are not acceptable for this purpose. Artists are responsible for judging how best to attach their works securely to the hanging system.
10. The Community Room is equipped with gallery-quality track lighting to illuminate the hanging spaces or specific works. These lights can be adjusted by a member of the Committee or the Library staff under guidance from the Artist to achieve appropriate illumination of the works. Photographic Artists may wish to provide their own LED bulbs with a higher colour temperature. These may be installed with the assistance of a member of the Committee or the Library staff.
11. The Library will promote an Artist's exhibition on its Web site, through its regular weekly or monthly email newsletters, social media, and through posters in the main reception of the Library. Artists are encouraged to perform their own promotions through social media, emails, postcards, local newspapers, the Cultural Alliance of Western Connecticut, and so forth.
12. The gallery provides a Shadow Box on the west wall in which Artists may post an Artist's Statement (8.5" x 11") and a rack in which price lists and promotional materials up to 4" x 9", such as flyers, postcards, or business cards may be placed. These materials may be left for the duration of the exhibit. No other materials may be left on permanent display. If the Artist requests an opening reception or an Artist's Talk (see below), additional materials may be displayed on a table in the gallery during the event, but must be removed afterwards. Viewers' comments may be posted on the Gallery's Web page.
13. The Community Room is used for many events and, in the course of these, exhibitions will be viewed by some hundreds of people each month. When the dates for an exhibition are agreed, the Library will define at least one period each week during which the Community Room is reserved for viewing and Artists may wish to be present during these times. The Community Room will be accessible for viewing exhibitions unless it is being used for an event. Visitors may check with the Library's Events Web page or with the Circulation desk (203 775 6241) to determine when it is accessible.

14. At the request of an Artist, the Friends of the Brookfield Library can organize an opening reception in the Community Room and serve small items of food, excluding homemade goods, and non-alcoholic drinks. The Artist must propose a date and times for the reception on the Exhibition Proposal Form, allowing time to set up before and clean up afterwards for a total of no more than three hours. The Library will promote such events through its normal channels and Artists are encouraged to invite family, friends, colleagues, and members of the public.
15. Artists may propose an Artist's Talk to discuss their exhibit and other works. The Artist must propose a date and times for the talk on the Exhibition Proposal Form for a total of no more than two hours. This may be combined with an opening reception. The Library will promote such events through its normal channels and Artists are encouraged to invite family, friends, colleagues, and members of the public.
16. The Gallery encourages the sale of exhibited works, which should be negotiated directly between the Artist and the buyers. For such sales, the Gallery requests a donation of 10% of the sale price to the Friends of the Brookfield Library. Sold works must remain on display until the closing of the exhibition. The Gallery also welcomes free will contributions to the Friends. These contributions may be made at the Circulation desk.
17. Each individual Artist must provide an Inventory of Exhibited Works, including the Artist's name, title of the work, overall size, medium, and, if appropriate, sale price (see the Inventory of Exhibited Works form below). This list may be posted in the Shadow Box or in the rack. The Gallery will use this inventory information to prepare labels to be affixed to the Community Room walls when the works are hung. To protect the walls, no other labels should be used.
18. For further details on the exhibition spaces, please see the Brookfield Library Art Gallery Wall Plan, which is available on request by email to gallery@brookfieldlibrary.org.
19. For all questions and comments, please write to gallery@brookfieldlibrary.org or contact the Library Circulation desk at 203 775 6241.



Exhibition Proposal Form

Contact

Artist name(s): _____

Contact name: _____

Address: _____

City / State / ZIP: _____

Telephone: _____

Email: _____

Proposed Dates

Hanging: _____

Closing: _____

Reception: _____ Hours: _____

Artist's Talk: _____ Hours: _____

Exhibition

Title (if known): _____

Media: _____

Genre(s): _____

Number of Works: _____

Typical Size of Works: _____ (wide) x _____ (high) x _____ (deep)

Waiver

By the signature below, the artist agrees:

- To accept the Exhibition Process given above,
- To deliver the accepted works to the Gallery at the agreed time and date,
- To hang the works with the assistance of a member of the Brookfield Library Art Gallery staff,
- To make a donation of 10% on any works sold from the exhibition to the Friends of the Brookfield Library,
- To take down the works with the assistance of a member of the Gallery staff at the agreed time and date,
- To remove the works from the Library premises at the agreed time and date,
- To release the Brookfield Library, the Friends of the Brookfield Library, and the Town of Brookfield from any and all injury, loss, liability, or damage during the setting up, showing, or taking down of the exhibit.

Artist name: _____.

Artist signature: _____.

Date: _____.

The Brookfield Library Art Gallery Art Hanging Specifications



Two types of cords for different weights



Additional anti-theft latch on hooks



Perlon Cord with Cobra head + Zipper® Hook
Steel Cord with Cobra head + Zipper® Hook

weight maximums for each cord style