

Gallery Policy

The Thomas Memorial Library Gallery aims to host exhibitions that offer great variety of media, topics, and artists that will educate, inform, or entertain the community.

The TML Gallery consists of two wall display areas (with a rail/cord hanging system) and a large display case divided into 5 segments. More detailed space plans are available in the application.

The TML Gallery is overseen by ~~a member of the Library Board of Trustees, designated by the Board as the Gallery Manager.~~ the Library Director or a designated member of the Library Staff.

Selection

- All interested artists are strongly encouraged to make a site visit prior to submitting a proposal. Artists are able to use part or all of the gallery space available. Please note, if an artist is only using part of the space (ie.i.e. only the display cases), another artist's work may be displayed elsewhere in the Gallery.
- Any interested party in utilizing the TML Gallery must submit an application to the Library Director ~~or the Gallery Manager.~~ Applications are available at the ~~Library's Main Circulation Desk, on the Library's website, from the Library Director, or the Gallery Manager~~ Library and on the Library's website. ~~Any applications returned to the Library Director will be forwarded to the Gallery Manager.~~
- Applications are accepted any time of year. Exhibits are scheduled on a "first come, first serve" basis. Please note that at times of high demand, the TML Gallery may be scheduled months in advance.
- Given the public viewing of the Gallery, the subject matter of any show must be appropriate for children as well as adults, therefore explicit images are not permitted in gallery shows. The Library Director ~~and Gallery Manager~~ reserve the right to reject or remove any material(s) that seem incongruent with the public nature of the gallery. ~~—The Gallery Manager is available to assist with curating a selection of works appropriate for a public library display with the artist.~~ In the event that the ~~Gallery Manager or~~ Library Director rejects or removes any material(s) for exhibit, that decision is final.

General Guidelines

- By signing the Gallery Application, the exhibitor understands and accepts all guidelines and responsibilities listed in this policy, the Gallery Overview, and the Gallery Application. ~~A contract outlining the responsibilities of the exhibitor must be signed by each exhibitor and the Gallery Manager.~~

- It is the responsibility of the Exhibitor to install, maintain, and dismantle any exhibits at times coordinated with the ~~Gallery Manager~~Library Director or designated Library Staff member.
- The existing hanging system must be used for any wall hanging art. No other mounting means are allowed. The Library will supply the hanging wires and tools for hanging any artwork, however, will not supply labor. No works will be hung that require structural changes or could potentially cause damage to the wall.
- All art to be displayed must be capable of being securely and safely hung on the wall.
- A complete inventory of works on display must be supplied by the artist to the Library.
- Publicizing the event to the community through signage, press releases, print and/or electronic messages, mailings, or other means is the responsibility of the artist. The Library will ~~will~~ post promotional material provided by the artist in the building, ~~and~~ to the Library's website and/or social media ~~outlets~~outlets and will be submitted to the Cape Courier (however, the Library cannot guarantee the Courier will publish submissions). Please refer to the Gallery Overview for lead time needed on promotional material submitted to the Library.-
- ~~If a reception is planned, the space needs to be reserved through the Facilities Department (see the Meeting Room Policy). All arrangements and expenses for a reception are the responsibility of the artist.~~
- In presenting exhibits, the Library does not imply endorsement of the opinions or viewpoints of the artist(s). The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

Reception

- The desire of the artist to hold a reception should be indicated on the Gallery Application.
- The Thomas Memorial Library Foundation has generously agreed to provide light refreshments for the artists reception.
- The reception will take place during normal, operating hours of the Library.
- Please refer to the Gallery Overview for more information on the reception procedures.

Sales

The Library will permit the sale of items in the exhibit, subject to the following:

- The exhibitor will display a price list and contact information in the Gallery and submit a copy to the Library Director / designated Library Staff member. ~~at the circulation desk, and may provide sufficient copies for patrons to take.~~
- The exhibitor is solely responsible for the sale transaction. Library staff will not negotiate sales, collect payment, deliver an item to a purchaser, or calculate commissions.
- Any item sold must remain on display with the show until the removal of the entire exhibit at the ~~date specified in the contract~~end of the month of the show. No departure from this rule will be permitted without prior approval of the Director and shall be subject to any conditions

he/she may impose. Artwork may be marked with a red dot in the lower corner of the item to indicate that it has been sold.

- The exhibitor will inform the Library Director, in writing at the end of an exhibition, of the sale price to be received by the exhibitor for all items sold during or as a result of the display at the library.
- The exhibitor will pay a 10% commission on the total sale price of items sold during or as a result of the display in the library. Payment shall be made to the Town of Cape Elizabeth, in the form of a check. The commission must be paid at the Town Office within one month of the removal of the exhibit.

Request for Withdrawal/Objection Procedure

- If a patron objects to an exhibit or to any piece within an exhibit, that complaint will be referred to the Library Director who will discuss the matter with the complainant.
- If the complainant is not satisfied with the Library Director's response, the complainant will be provided with a "Request for Reconsideration of Library Exhibit Form". If the patron wishes to have the exhibit or any piece within an exhibit reconsidered, the patron must complete the form and return it to the Library Director. Anonymous forms will not be processed.
- The Reconsideration process will mirror that of the Request for Reconsideration of Library Materials.
- No challenged exhibit or pieces within an exhibit will be removed from public view during the request for reconsideration process.