



## EXHIBITION POLICY

The Concord Free Public Library (the “Library”) provides a range of materials, services, and programs to encourage and support the community's intellectual, social, and cultural pursuits. It hosts art exhibitions to make art accessible to the community, expand visual and artistic literacy, and highlight artists within the community.

Individual and community exhibitions at the Library represent a broad spectrum of opinions and viewpoints. Display at the Library does not imply that the Concord Free Public Library Corporation (the “Corporation”) or Town of Concord (“Town”) endorses any exhibitor's views or viewpoints.

**Art Selection:** Art exhibitions in our library environment are visible to Concord residents of all ages and backgrounds and must be reasonably appropriate for patrons. Exhibitions should not deter or discourage use of the Library or interfere with regular library activities. The Library may receive more submissions than it can accommodate and cannot honor every art application. The Library may decide to use exhibition spaces for Corporation or Town purposes and to express speech on behalf of the Library or the Town. The Library may choose not to exhibit any works in exhibition spaces. The Library may accept or deny requests to temporarily display art in its sole discretion.

Exhibitions will be evaluated against some or all the criteria listed below:

- Subject, technique, and style suitable for the Library environment;
- Quality of exhibition design, implementation, artistic or educational merit, and originality;
- Relation or relevance to the Library, the region, or Concord community;
- Relationship to the existing Library literary or art collection; and
- Variety of exhibitions in the Library.

An exhibition piece must be of a suitable scale for exhibit in the Library using the existing hanging systems or exhibition cases, unless otherwise determined by the Library Director or designee.

An exhibition piece that depicts obscenity, violence, nudity, racism, hate speech, unlawful behavior, drug use, or sexual content that is disruptive to conducting library business, given the use of the Library by members of the public, including minors, will not be eligible for display in this limited public forum.

Commonwealth of Massachusetts laws governing public buildings prohibit the use of public buildings for active political campaigning or fundraising purposes.

Decisions regarding exhibition selection are final. There is no appeal process for applications that were not selected.

The Library Director or designee reserves the right to rescind any invitation or to remove any exhibition or part of an exhibition, for any reason, including:

- Required maintenance, construction, or building emergency;
- Interference with the ability of Library users to access materials and/or services;
- Impediments to the staff's ability to effectively conduct the business of the Library;
- Posing a hazard to patrons, staff, or the building; or
- Failure to adhere to this policy, including its selection criteria.

**Liability:** Exhibitors assume full responsibility for loss or damage to their work, and any damages to the Library or any persons on the Library premises caused by the artwork. *The Library does not insure exhibited items.*

**Sales:** The Library does not engage in sales or sales referrals. The exhibitor is responsible for selling any work directly to the buyer. Such transactions are private; the Library and its employees or representatives will not assist or participate in negotiating or selling any work. Any work sold during the exhibition period must remain exhibited throughout the designated period.

Failure to comply with this policy, including the selection criteria above, may result in suspension of Library privileges, including removal of exhibited work or ineligibility for future exhibitions.

*Approved by the Library Committee on May 5, 2026.*

*Approved by the Concord Free Public Library Corporation on May 13, 2026.*

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## MUNROE GALLERY GUIDELINES

**Exhibition Space:** Throughout this document, “*exhibition*” refers to art on view in a library gallery; “*installation*” refers to art in the gallery, both hung and placed in exhibition cases.

The Concord Free Public Library (the “Library”) designates the Munroe Gallery at the Main Library as an art exhibition space. Changes to this location will be made only by the Library Director or their designee. The Munroe Gallery is equipped with the *Gallery System Art Displays* art hanging system and two exhibition cases. The Library accepts applications from individuals and groups and may make space available for community group exhibitions by partnering with Town departments or local organizations. The Munroe Gallery is unable to exhibit large 3D works.

**Exhibition Application & Selection Process:** When the Munroe Gallery becomes available for a new exhibition, the Library will make an application available online. Upon reviewing the art and applications, the Library’s Art Jury determines, at its discretion, which exhibitions (of those meeting the criteria in this policy) shall be displayed, as well as their location and duration. The Library’s Art Jury is composed of seven members, including one member from the library staff, three representatives of the art community, and one representative each from the Library Committee, the Concord Free Public Library Corporation’s Board of Trustees and the Friends of the Concord Free Public Library, Inc.’s Board of Directors.

**Duration of Exhibition:** Artists selected by the Art Jury may be invited to exhibit for a single two-month-long exhibition period. The William Munroe Special Collections maintains priority for the Munroe Gallery exhibition spaces and reserves two exhibition periods (a total of four months) each year.

### Exhibition Guidelines

Accepted exhibitors will adhere to the following exhibition guidelines:

**Contract:** Exhibitors assume full responsibility for loss or damage to their work, and any damages to the Library or any persons on the Library premises caused by the artwork. These terms are outlined in the Munroe Gallery Contract, which must be signed and submitted to the Curator of Special Collections before installation. In group exhibitions, groups of three or more exhibitors will assign a representative to sign the agreement; groups of two or fewer exhibitors will sign the form individually. The Library does not insure exhibited items.

**Sales:** Exhibitors wishing to sell their artwork may provide a price list, list prices on the exhibition label, or include a link to their website and/or a QR code, along with their contact information, so that potential buyers can contact them.

**Installing and deinstalling exhibitions:** The exhibitor is responsible for installing and deinstalling their exhibition in a timely manner. The Curator of Special Collections will arrange a date and time during the Library's operating hours for installation and deinstallation, and will be available then to provide advice and assistance. It is not possible to store items at the Library.

The exhibitors must provide the Library with the name and contact information of the person responsible for installation and deinstallation. Nothing may be adhered or applied directly to walls using hooks, nails, putty, or other fasteners; all art must be hung with the Library's existing *Gallery System Art Displays* art hanging system, or *Remo Two*® Double-Sided Removable Foam Tape. Framed or mounted art displays best when hung on two wires, with D hooks attached to the frame or boards. Artists can ask the curatorial staff at the Library for suggestions on how best to hang pieces. The Library provides a level, extra wires/hooks, a ladder, and tape for securing wires for installation.

The Munroe gallery also includes two permanently-installed Executive Rectangular Cases by Dacobe Enterprises LLC. The dimensions of the cases are: Pedestal 30" H x 30" W x 80" L; Vitrine 13" H x 28.5" W x 79" L. The Library can provide various display stands for use in the display cases. Library staff will lift the tops off the bases for artists to install the work. Staff will lock the cases once the work is inside, and the cases remain locked until the artist is ready to remove their work.

**Publicity:** The Library will publicize exhibitions through its standard channels, including the Library's website and newsletter.

Additional publicity is the exhibitor's responsibility. It must not imply that the Library has endorsed or otherwise recommended exhibited material. Mention of the Library in publicity must be limited to stating viewing dates, times, and location.

**Signage:** The Library must approve all exhibition signage based on information submitted by the exhibitor, which the Library may adapt. Before printing, the Library requires the artist to send a draft of the flyer.

Once approved, the artist must supply printed flyers: four 8"x11"; one 11" x17"; and one mounted on foam core (or other firm board) no smaller than 18 x 24", which will be stood on an easel in the Library Rotunda.

**Reception:** The Library will work with the exhibitor to schedule one reception per exhibition in the Gallery. The reception must be scheduled during Library operating hours. Non-alcoholic light refreshments are permitted. The Library provides a table for refreshments, and all other supplies are the responsibility of the Exhibitor.

## ART JURY GUIDELINES

**Charge:** The purpose of the Art Jury is to review, evaluate, and select exhibitions for display in the Munroe Gallery. The Art Jury is charged with curating a schedule of exhibitions that align with the Concord Free Public Library's (the "Library") mission to provide materials of an artistic, educational, cultural, intellectual, or recreational nature.

**Membership:** The Art Jury consists of seven members, including one member from the library staff, three representatives of the art community, and one representative each from the Library Committee, Concord Free Public Library Corporation's Board of Trustees, and Friends of the Concord Free Public Library, Inc.'s Board of Directors. The Library's Curator and Assistant Curator of the William Munroe Special Collections may both attend the Art Jury but will only represent a single vote on behalf of the library staff.

The representatives from the art community may include educators, curators and artists who live or work in the community. The Concord Free Public Library Corporation's Special Collections Committee is responsible for recommending representatives from the art community, providing a list of names for the Library Staff to interview, evaluate, and select from. Diversity in the Art Jury's makeup is valued.

**Quorum/Actions:** A quorum of at least five members of the Art Jury must be present for the Art Jury to perform its duties. This quorum must include at least one member from each of the represented groups (e.g. staff, Library Committee, Trustees, Directors, and artists). Decisions of the Art Jury will be made by the vote of a majority of those present at a meeting where a quorum is present.

**Term for Jurors:** Except for the Library Staff, jurors serve a 2-year term. Jurors may be invited by Library staff to serve additional terms. Notwithstanding the foregoing, the Library Staff will have the authority to terminate the term of a member of the Art Jury at any time.

**Selection Process:** The Art Jury Selection Process generally includes the following steps. This process may be altered depending on the number of submissions received.

### 1. Online Application & Digital Portfolio

- All artists interested in exhibiting must first submit an application through the Library's online portal. Hard copies or physical portfolios are not accepted at this stage. The application must include:
  - Artist Information: Contact details and a brief artist biography and statement.
  - Exhibition Proposal: A brief description of the proposed theme or focus of the exhibit.
  - Digital Work Samples: High-quality digital images (JPEG or PNG) or PDF examples of the specific works intended for display.

- *Note:* If the specific works are not yet complete, the artist may submit examples of past work that accurately represent the style, medium, and quality of the proposed exhibition.
2. Preliminary Jury Review
    - The Art Jury will review all digital applications based on the Selection Criteria. From this pool of applicants, the Jury will select a shortlist of finalists.
    - Applicants not selected as finalists will be notified via email that they are no longer under consideration for the current cycle.
  3. Finalist In-Person Review
    - Artists selected as finalists will be invited to bring a selection of their physical works to the Library for an in-person review.
      - Finalists must drop off 3–5 original pieces (or a representative sample as requested by the Jury) at the Library at a scheduled time, to be determined by the Jury. Art cannot be shipped to the Library.
      - The Jury will assess the technical quality, framing and mounting, scale, and true color/texture of the work, which may differ from digital representations.
  4. Final Selection & Scheduling
    - Following the in-person review, the Jury will make final determinations promptly. Selected artists will receive an official invitation to exhibit and will be assigned specific exhibition dates.
    - Decisions of the Jury are final and cannot be appealed.
  5. Removal Right
    - As set forth in the Exhibition Policy, the Library Director or designee reserves the right to rescind any invitation or to remove any exhibition or part of an exhibition.

## MUNROE GALLERY EXHIBITION APPLICATION

### Instructions

Thank you for your interest in exhibiting at the Munroe Gallery. Please review the Munroe Gallery Exhibition Policy before applying. This is a two-stage process:

1. Digital Review: Submit this application with digital examples of your work for initial consideration. Applicants will be notified by [DATE] if they are invited for the finalist review.
2. Finalists Physical Review: Artists selected as finalists will be required to bring original works to the Library on [DATE] for final selection. Finalists will be notified by [DATE] if their art has been selected for exhibition.

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### Part 1: Applicant Information

Artist Name(s): \_\_\_\_\_

Group/Organization (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website (Optional): \_\_\_\_\_

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### Part 2: Exhibition Proposal

1. Proposed Title of Exhibition:

2. Artist Statement & Bio (Max 300 words):

*(Please briefly describe your background and the artistic intent of this work.)*

3. Relevance to the Community/Library:

*(How does this work relate to the Library, the region, or the local community? Does it have specific educational or cultural merit?)*

4. Description of Medium and Technique:

*(e.g., Oil on canvas, framed photography, mixed media, watercolor)*

5. Exhibition Statement:

*(Please include an explanation of the theme, the inspiration, and the "why" behind this particular collection of art.)*

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**Part 3: Digital Portfolio (Work Samples)**

Please attach or upload between five to ten high-quality images (maximum 10 MB per file) that are representative of the work you intend to show.

- *File naming format:* Lastname\_Title\_Medium.jpg

For each file, include the following:

- Title of Work, Medium, Dimensions, Year Created

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**Part 4: Agreement to Policies & Procedures**

- I confirm that my works are suitably scaled for the Munroe Gallery walls or display cases. I understand the Concord Free Public Library (the "Library") cannot exhibit large 3D works.
- I understand that my submission cannot depict obscenity, violence, nudity, racism, hate speech, unlawful behavior, drug use, or sexual content that is disruptive to a public library environment serving patrons of all ages, including minors.
- I understand that exhibitions cannot be used for active political campaigning or fundraising purposes.
- If selected, I understand that nothing may be adhered or applied directly to walls using hooks, nails, putty, or other fasteners; all art must be hung with the Library's existing *Gallery System Art Displays* art hanging system or *Remo Two*® Double-Sided Removable Foam Tape.
- I understand that the Art Jury's decisions are final and that there is no appeal process.
- I understand the Library Director reserves the right to remove any exhibition that interferes with library operations, presents a safety hazard or does not comply with the Exhibition Policy.
- I understand that the art and materials I provide is presented at my own risk and that the Library does not insure the exhibition.
- I understand that I am responsible for the removal and maintenance of the exhibition and I must remove my exhibit when requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MUNROE GALLERY EXHIBITION CONTRACT**

I, \_\_\_\_\_, having presented adequate evidence of both quality and quantity of work for an exhibition in the Munroe Gallery at the Concord Free Public Library (the "Library"), hereby acknowledge that the Library will receive, as a temporary loan, an exhibition to be entitled \_\_\_\_\_, and to consist of \_\_\_\_\_ (number of pieces) \_\_\_\_\_ (medium) (the "Works"). The Library is a public building serving people of all ages. All Works must be appropriate for all ages and shall not conflict with the restrictions applicable to nonprofit entities or laws governing public buildings such as the Library. A member of the Library staff must approve the exhibition after it is hung, and may require changes in the Works being exhibited and/or layout to comply with the Exhibition Policy and for safety considerations.

I understand that my exhibition dates are from \_\_\_\_\_ to \_\_\_\_\_ (inclusive) but that the Library may shorten the term of the exhibition in its sole discretion. I will promptly remove the Works when the exhibition is terminated. If I do not remove the Works, the Library shall have the right to remove the Works.

I understand that the Library charges no fee for using its Munroe Gallery and takes no commission on sales. The Library carries no insurance on the gallery's contents. I (i) agree that the Library will not be responsible for any theft or damage to any property accepted on my loan, (ii) hereby release the Concord Free Public Library Corporation and the Town of Concord for any theft of or damage to any property accepted on my loan, and (iii) will indemnify the Concord Free Public Library Corporation and the Town of Concord for any damages to the Library or any persons on the Library premises caused by the artwork. I agree to abide by the terms outlined in the "Exhibition Policy" and "Munroe Gallery Guidelines" provided to me.

Your signature below means that you have read and agree to the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

\_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please return this form to:

Anke Voss, Curator of Special Collections  
William Munroe Special Collections  
Concord Free Public Library  
129 Main St., Concord, MA 01742  
avoss@minlib.net

## FOWLER LIBRARY EXHIBITION GUIDELINES

**Exhibition Space:** The Concord Free Public Library (the “Library”) designates the Community Meeting Room and the lower level of the Fowler Library as an art exhibition space (changes to this location are made only by the Library Director or their designee). The exhibition space is equipped with a display hanging system. The Library accepts applications from local non-profit and community-based organizations to curate a variety of exhibitions for the space.

**Exhibition Selection Process:** Exhibitions are focused on community art, representing artwork created by community members of all ages and artistic backgrounds. Artwork must work within the space constraints of the available exhibition space, and should prioritize displaying a variety of pieces across many artists.

The Library selects Community Partner Organizations (“CPO”) to be responsible for selecting artwork for the exhibition space for specified periods when the exhibition space is available. Working within the Exhibition Policy, the CPO solicits, reviews, evaluates, and selects the artwork to be displayed. The CPO is charged with curating the themes and schedules for the Fowler Library exhibitions and facilitating all communications with the exhibitors. These exhibitions must align with the Exhibition Policy and Library’s mission to provide materials of an artistic, educational, cultural, intellectual, or recreational nature.

**Community Partner Organization Responsibilities:** Organizations interested in becoming a CPO for a specific period when the exhibition space is available are encouraged to submit an application. The Library provides the exhibition space and hanging hardware. The CPO is responsible for soliciting and selecting artwork, communicating with artists, coordinating installation and deinstallation, collecting contracts from and returning artwork to the exhibitors. The Library collaborates with the CPO to create show(s) or related events (receptions, closings, etc.) at Fowler Library.

**Community Partner Organization Selection Criteria:** The Library selects CPOs based on how the CPO's proposed exhibition meets the criteria outlined in the Exhibition Policy and these Guidelines.

**Duration of Exhibition:** The Library maintains priority for the Fowler exhibition space and may reserve exhibition periods throughout the year as needed. Exhibitions typically last one month. The Library will discuss the specific schedule for the exhibition(s) as part of the contract process.

**Contract with Community Partner Organization:** The CPO assumes full responsibility for loss or damage to exhibited work, and any damages to the Library or any persons on the Library premises caused by the artwork. These terms are outlined in the Fowler Gallery Contract, which must be signed and submitted by the CPO prior to installation. It is the CPO’s responsibility to communicate with the artists the risk of exhibiting in a public space and obtaining appropriate consents or releases.

**Commissions & Fees:** The Library charges no fee for using the Fowler Library exhibition spaces and takes no commission on sales. The CPO also cannot take commissions on sales or charge fees to participate in the exhibition(s).

**Costs for Exhibitions:** The CPO should estimate all costs it might incur and may request that the Library cover those costs. If the Library agrees to cover these costs, the CPO will be asked to provide a valid W-9 and invoice for the Library to issue payment.

**Installing and deinstalling exhibitions:** The CPO is responsible for installing and deinstalling the exhibitions in a timely manner. The Head of Branch Services will arrange a date and time during the Library's operating hours for installation and deinstallation, and will be available then to provide advice and assistance. It is not possible to collect or store items at the Library.

The CPO must provide the Library with the name and contact information of the person responsible for installation and deinstallation. Nothing may be adhered or applied directly to walls using hooks, nails, putty, or other fasteners; all art must be hung with the Library's existing art hanging system or *Remo Two*® Double-Sided Removable Foam Tape.

**Publicity:** The Library will publicize exhibitions through its standard channels, including the Library's website and newsletter. Additional publicity is the CPO's responsibility. It must not imply that the Library has endorsed or otherwise recommended exhibited material. Mention of the Library in publicity must be limited to stating viewing dates, times, and location.

**Signage:** The Library must approve all exhibition signage based on information submitted by the exhibitor, which the Library may adapt.

**Removal Rights:** As set forth in the Exhibition Policy, the Library Director or designee reserves the right to rescind any invitation or to remove any exhibition or part of any exhibition.

**FOWLER LIBRARY  
COMMUNITY PARTNER ORGANIZATION APPLICATION**

**Instructions**

Thank you for your interest in becoming a Community Partner Organization (CPO) at the Fowler Library. Please review the Concord Free Public Library's (the "Library") Exhibition Policy and the Fowler Library Exhibition Guidelines before applying.

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**Part 1: Community Partner Organization (CPO) Information**

Primary Contact's Name(s): \_\_\_\_\_

Primary Contact's Title/Role: \_\_\_\_\_

CPO Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website (Optional): \_\_\_\_\_

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**Part 2: Exhibition Proposal**

1. Proposed Themes(s) of Exhibition(s):

2. Description of CPO, including mission statement if available (Max 300 words):

*(Please briefly describe your organization including its mission statement and your organization's connection to art.)*

3. Connection to Community/Library:

*(How is your organization connected to the Library, the region and/or the Concord community?)*

4. Exhibition Duration and proposed dates:

*(How many exhibitions are you proposing? For how long would they be on display? Do you have specific dates in mind or can you be flexible?)*

5. Exhibition Statement(s):

*(Please include an explanation of the theme, the inspiration, and the "why" behind each exhibition you are proposing.)*

6. Requested costs to be covered by Library:

*(Include an itemized list of costs associated with all proposed exhibitions; include any hanging fees, reception expenses, etc.)*

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**Part 4: Agreement to Policies & Procedures**

- The Applicant confirms that the works are suitably scaled for the Fowler exhibition space walls and understands that the Library has a limited capacity to exhibit 3D works.
- The Applicant understands that they cannot charge for participation in a Library exhibition.
- The Applicant agrees that the proposed exhibitions will not contain obscenity, violence, nudity, racism, hate speech, unlawful behavior, drug use or sexual content disruptive to a public library environment serving patrons of all ages, including minors.
- The Applicant understands that that exhibitions cannot be used for active political campaigning or fundraising purposes.
- If selected, the Applicant understands that nothing may be adhered or applied directly to walls using hooks, nails, putty, or other fasteners; all art must be hung with the Library's existing hanging system or *Remo Two*® Double-Sided Removable Foam Tape.
- The Applicant understands the Library Director reserves the right to remove any exhibition that interferes with library operations, presents a safety hazard or does not comply with the Exhibition Policy.
- The Applicant understands that the Library does not insure the exhibition and agrees to communicate to the individual artists the risks associated with exhibiting in a public space.
- The Applicant understands that the CPO assumes full responsibility for loss or damage to exhibited work, and any damages to the Library or any persons on the Library premises caused by the artwork.
- The Applicant understands that it is the CPO's responsibility to communicate with the artists the risk of exhibiting in a public space.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY PARTNER ORGANIZATION  
EXHIBITION CONTRACT**

\_\_\_\_\_ (the "CPO"), having been selected for \_\_\_\_\_ [quantity] of exhibition(s) in the \_\_\_\_\_ [Location of Exhibition] (the "Exhibition Space") at the Concord Free Public Library (the "Library"), hereby acknowledge that the Library will receive, as a temporary loan, piece(s) of art (the "Works"). The Library is a public building serving people of all ages. All Works must be appropriate for all ages and shall not conflict with the restrictions applicable to nonprofit entities or laws governing public buildings such as the Library. A member of the Library staff must approve the exhibition after it is hung, and may require changes in the Works being exhibited and/or layout to comply with the Exhibition Policy and for safety considerations.

The CPO understands that the CPO assumes full responsibility for loss or damage to exhibited work, and any damages to the Library or any persons on the Library premises caused by the artwork. The CPO understands that it is the responsibility of the CPO to communicate with the artists the risk of exhibiting in a public space.

The CPO understands that its exhibition dates are [list all date(s)]: \_\_\_\_\_ but that the Library may shorten the term of the exhibition in its sole discretion. The CPO will promptly remove the Works when the exhibition is terminated. If the CPO does not remove the Works, the Library shall have the right to remove the Works.

The CPO understands that the Concord Free Public Library charges no fee for using the Exhibition Space and takes no commission on sales. The CPO agrees to take no commission on sales and will not charge fees to participate in the exhibition(s).

The Library agrees to pay the CPO the agreed upon honorarium of \_\_\_\_\_ [amount].

The Library carries no insurance on the gallery's contents. The CPO (i) agrees that the Library will not be responsible for any theft or damage to any property accepted on its loan, (ii) hereby releases the Concord Free Public Library Corporation and the Town of Concord for any theft of or damage to any property accepted on the loan, and (iii) will indemnify the Concord Free Public Library Corporation and the Town of Concord for any damages to the Library or any persons on the Library premises caused by the artwork. The CPO agrees to abide by the terms outlined in the "Exhibition Policy" and "Fowler Library Exhibition Guidelines".

Your signature below means that you have read and agree to the above statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

\_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please return this form to:

Dorrie Karlin, Head of Branch Services  
Concord Free Public Library - Fowler Branch  
13229 Main St., Concord, MA 01742  
dkarlin@minlib.net