

**Greenville Public Library**

**573 Putnam Pike**

**Greenville, RI 02828**

**401-949-3630**

<https://greenvillelibraryri.org/>

**GUIDELINES FOR EXHIBITORS**

- Provide contact information including email when booking your exhibition.
- Please plan your show in the space provided. It's a good idea to visit the library beforehand to determine the size and placement of your work.
- Prepare a brief artist statement to accompany your show.
- Decide on the exhibition design.
- Consider the finishing touches.
- The library does not engage in sales of artwork. (We will contact the artist if there is question about a potential purchase). An inventory of pieces and a price list will be submitted to the Assistant Library Director when the exhibit is mounted.
- Small Opening Receptions are the sole responsibility of the artist (invitations, refreshments and a dedicated time slot to be set up with Cassie Patterson ; [greenvilleasstdirector@gmail.com](mailto:greenvilleasstdirector@gmail.com))
- An exhibit release will need to be signed which can be found on the Greenville Public Library website: <https://greenvillelibraryri.org/about/artists-page>
- Unless specified, artwork will be hung only in the designated public gallery areas.
- The beginning and ending dates of the exhibit will be the first day and last day of the assigned month. If the library is closed on the first day of the month and the last day of the month, the beginning and ending day will be the next day the library is open. Please adhere to the assigned schedules to ensure an easy segue for the artist who follows you.
- Artwork will be hung only where hanging hardware/ standards are already present.
- Please do not put nails into the walls, moldings or display cases. We request that no marks or tape be put on walls or display cases. We suggest pads on back of artwork to protect walls.
- Exhibitors are responsible for setting up or taking down exhibits or displays. The Library's personnel are not available for setting up or taking down work. Exhibitors are responsible for being fully prepared to hang their work. Please bring all necessary and appropriate supplies needed for your exhibition. (For example, hanging wire, plyers, frames, etc.)
- The library reserves the right to determine the appropriateness of the exhibit material for the public library setting.
- [REDACTED]

**Artist Checklist**

- Contact info
- Art
- Artist statement
- Waiver
- Price list & Inventory
- All necessary supplies for hanging
- Reception supplies, date/ time/ (set up with Cassie) if a reception desired.