

Art Exhibit Space Frequently Asked Questions

Will the library advertise my exhibit/reception?

All artist exhibits are profiled on the library's website. Artists are welcome to advertise their own exhibits in other outlets provided they do not in any way imply that the library selects, endorses, or promotes any particular artwork or artists. Artists wishing to submit press releases are asked to use the following suggested title: "[Artist Name] displays artwork in the Guilford Free Library [Gallery/Meeting Room] during the month of [Month]."

When will my reception be held? What does the library provide?

Artist receptions should be planned at least a month in advance and we ask that they be scheduled during library hours. Receptions are held in the meeting room and should not conflict or interfere with other library programming. Please note that the library does not provide food, utensils, drinkware, etc., and alcohol is not permitted on the premises. Tables and chairs can be provided upon request.

Can I leave my promotional materials/business cards?

Yes! We encourage artists to make their information available and visible. You may hang contact information, a price list, business cards, and other information on the boards alongside your artwork. Please do not bring tables, easels, or other displays that must be on the ground, as these interfere with library programming. Anything not fastened to the wall will be moved.

Does the library handle artwork sales? How do I get paid?

No, the library does not handle any transactions or hold money or artwork. All transactions must be between the artist and the buyer, and cannot involve the library in the drop off/pick up of checks or money. Artists must be present for the removal of artwork. If artwork is sold, we ask for a 10% donation to the Friends of the Library, but the rest is yours to keep.

Can I display sculpture?

Yes, if it can hang on the boards provided, does not protrude more than 5 inches from the wall, and does not need freestanding support or pedestals. Please be mindful that our gallery hall and meeting room spaces are high traffic areas that must be kept clear for activity, including active children and those with mobility aids.

Does the library provide hanging hardware?

No, artists should bring all their own hardware and tools.

What type of hardware can I use?

You may use any method you'd like to hang your work, as long as it is compatible with our display boards. Our boards are about ¾ inch thick and will hold regular tacks as well as standard gallery hanging hooks. All hooks and fasteners must be on the boards. Please do not hang artwork directly on the walls of the library.

Can I exhibit and sell artwork that is not my own?

No, the library gallery space is for members of the community to display their own work or the work of a local group. We do not accept displays of a purely commercial nature, nor the sale of pre-owned or purchased artwork. If a personal friend or family member is unable to display their own work (e.g. deceased), this may be acceptable at the library's discretion.

If you have any additional questions, please email Mary at mhelchowski@guilfordfreelibrary.org for more information.