

January, 2014

**Burlington Public Library**  
22 Sears Street, Burlington, MA 01803

**Public Exhibit Space  
PROCEDURES**

Groups or individuals using the Library's Exhibit Spaces must be responsible for setting up and taking down their own displays.

Exhibit space can generally be reserved for a calendar month, commencing with set-up on the first weekday of the month, and ending on the last weekday of the month. Depending on actual calendar dates, weekend days may also be used for set-up and break-down.

Price tags may not be displayed on any exhibited item. Exhibitors may, however, provide a brief bioptic with background information about themselves and their work and may include contact information, including a phone number, there.

A "Meet the Artist" reception can be held if space is available and if arrangements have been made in advance to reserve the meeting room nearest to The Gallery. Non-alcoholic refreshments can be served only in the meeting room and are not allowed elsewhere in the Library. Reception arrangements and costs, as well as announcement cards, are the responsibility of the exhibitor. Contact Gerri Gaffey at 781-270-1738 to reserve a room.

The Library will send press releases to the local newspapers if information is provided about the exhibit and/or exhibitor.

**DISPLAY SPECIFICATIONS: "The Gallery"**

Selected areas of wall space on the main floor of the Library are used for our "Gallery." Stainless steel cables suspended from a permanent track are fitted with adjustable hooks to hold paintings or mounted prints at varying heights. The works to be displayed DO need to be fitted with wires or hooks of their own to facilitate hanging. There are 3 columns of wall space, measuring 36", 36" and 26" wide, plus a separate wall with another 90" of space currently outfitted to hold displays. An easel is provided to hold a description of the exhibit, plus background information about the artist.

**DISPLAY SPECIFICATIONS: Lobby Cases**

The Library has glass-fronted, locking display cases in both the entry and exit lobbies at the front of the building. They are ideal for displaying three-dimensional objects, but can also be used to display posters, photographs, or papers that are mounted on a firm backing and can be propped against book-holders or book-ends. The Library can provide a selection of book holders and book-ends.

Each display case contains 9 separate display areas, in rows of three, built into a wall. The three center areas measure 16" high and 23" wide. Flanking those are six display areas measuring 16" high and 18-1/2" wide. The glass cases are lighted.