

Stier Family Gallery Policy

The Stier Family Gallery (known henceforth as “The Gallery”) aims to host exhibitions that offer great variety of media, topics, and artists that will educate, inform, or entertain the community.

The 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.

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 (i.e. only the display cases), another artist's work may be displayed elsewhere in the Gallery.
- Any interested party in utilizing the Gallery must submit an application to the Library Director. Applications are available at the Library and on the Library’s website.
- 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 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 reserve the right to reject or remove any material(s) that seem incongruent with the public nature of the gallery. In the event that the 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.
- It is the responsibility of the Exhibitor to install, maintain, and dismantle any exhibits at times coordinated with the 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 post promotional material provided by the artist in the building to the Library’s website

and/or social media outlets. The Library will submit promotional materials received from the artist to the Cape Courier with sufficient lead time (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.

- 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.
- Artist Receptions are permitted upon request in accordance with the Gallery Overview document.

Sales

The exhibitor may sell 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.
- 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 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.