



Gallery J Exhibitions

The Gallery J exhibition cases at the Boston Public Library are available to organizations and individuals connected to local communities to mount exhibitions that are educational, philanthropic, or civic in nature and aligned with the Library's current programmatic themes. The use of the facilities shall be in accordance with the policies and procedures set by the Trustees of the Boston Public Library.

Exhibitions may be displayed for a minimum of 3 months to a maximum of 4 months, as determined by the Library. Complete proposals must be submitted at least 6 months before the proposed installation date. Potential exhibitors should contact exhibitions@bpl.org to begin the proposal process.

General Requirements: All exhibitions must be free of charge and open to the public. No admission charge, request for donation, or items for sale are approved by the Library. In addition, all accompanying receptions, lectures, and programs must be free and open to the public if scheduled during standard library operating hours. Programming is not guaranteed and accommodated based on the Library's schedule and availability. All programming, including tours of and group visits to the exhibition, must be scheduled at least three weeks in advance.

Library exhibition spaces may not be used for commercial or political purposes, for the solicitation of business, for profit, or for fundraising, other than fundraising that supports the Library.

The Boston Public Library reserves the right to preempt any scheduled exhibition. The Library will make every effort to give advance notice of such preemption.

Limitations & Install: The Gallery J cases are located on the 1st floor of the Boylston Street Building. The Gallery is a public and open space in a split corridor between Deferrari Hall (north) and the elevators (south). The exhibition space consists of 20 individual cases. 12 of the cases have display space that is 36 inches wide, 15 inches deep, and 53 inches high. 8 of the cases have display space that is 41 inches wide, 6 inches deep, and 53 inches high.

The Gallery shall be available for the exhibition as-is. No modifications to the space will be made by the Library or the exhibitor. Frosted glass shelves are mounted in each case. Shelves are not adjustable or removable. A wooden light box with LED lighting is fixed to the top of the cases. The lighting is not adjustable or removable. The cases do not have dedicated power, climate control, or security systems beyond locking doors. Cases may not be painted. Nothing may be screwed or nailed into walls and only non-residue adhesives may be used in the cases.

Exhibitor will have 2 business days to install the exhibition and is responsible for all items needed for install. BPL will not provide any additional services including (but not limited to) set-up, preparation of caseworks, electrical needs, carpentry, special custodial services, and/or de-installation of the exhibition. The exhibitor will have 2 business days to de-install the exhibition. After de-installation, cases must be in original condition.

The Boston Public Library is not responsible for any damage to any exhibition or element thereof. Participating groups and organizations are solely responsible for all installations and de-installations of the exhibition or any element thereof, as well as any graphics or designs that may accompany the exhibition or element thereof. The Boston Public Library shall have no responsibility to perform any modifications, capital or otherwise, to accommodate any exhibition or element thereof.

Content: All curatorial content (including panel and label text) must be fully legible, accessible, and comprehensible to a wide-ranging audience and is subject to review, editing, revision, and final approval by Library staff. All content (images of items for display, labels, descriptions, etc.) must be submitted 3 months before the exhibition date for review. No content may be installed until express written approval by the BPL is received. The Boston Public Library reserves the right to reject any exhibition or element thereof. Participating groups and organizations represent and warrant that any exhibition or element thereof constitutes original work.

Funding: The Library will not consider submissions which are not fully funded by the exhibitor *prior to* application. The Boston Public Library will assume *no* financial responsibility for any portion of exhibition costs, including use of Library staff for installation/de-installation, publicity, and oversight.

Publicity: BPL may publicize shows through its communications channels, which include its website, monthly newsletter, and/or social media. Appropriate channels for promotions will be discussed with the exhibitor. The artist/organization may publicize the exhibition through his/her/their own channels at his/her/their own expense. All marketing materials must be reviewed by BPL for approval. Marketing materials must be submitted at least 3 months prior to exhibition opening day.

Indemnification: All organizations or groups shall indemnify, defend and hold harmless the Boston Public Library and the City of Boston, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries, property damage, or any other claim arising from the organization/group's exhibit or use of the Library's exhibition spaces.

The Library reserves the right to remove any item from an exhibition or change the manner of display if it is determined that the displayed item does not match the proposed exhibition or if the exhibition is a possible health or safety hazard, is too large or otherwise inappropriate for the display space or cases, creates a maintenance problem, exceeds acceptable noise and light levels, interferes with public service or other activities in adjacent library areas, or is in violation of any law. The Library reserves the right to exercise its discretion over the exhibition at all times.

The Library reserves the right to cancel and/or remove an exhibition if it causes an unreasonable disruption to regular library functions; is too large for the applicable room capacity; is dangerous to persons or property; violates accepted community standards; or is in any other way inconsistent with or in contravention of any of the terms and conditions of these guidelines.