

Burlington Public Library
22 Sears Street, Burlington, MA 01803

**Public Exhibit Space
PROCEDURES**

Groups or individuals utilizing the Library's Exhibit Spaces are responsible for both setting up and dismantling their own displays.

Exhibit space is typically available for reservation for an entire calendar month, starting with setup on the first weekday of the month and concluding with breakdown on the last weekday of the month. Depending on the calendar, weekend days may also be used for setup and takedown.

Price tags are not permitted on any displayed items. However, exhibitors may include a brief "biopic" with information about themselves and their work, which may also contain contact details such as a phone number and email.

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. Under no circumstances should nails, tape, or any adhesive that could cause marring be used.

DISPLAY SPECIFICATIONS: Lobby Cases

The Library features glass-fronted, locking display cases located in both the entry and exit lobbies at the front of the building. These cases are perfect for showcasing three-dimensional objects, but they can also be used to display posters, photographs, or papers mounted on a sturdy backing.

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.