



S N O W
Library
Established 1877

GUIDELINES FOR The Marion Craine Room Gallery Exhibition Committee

OBJECTIVE:

The Marion Craine Room Gallery Exhibition Committee operates under the authority of the Snow Library Board of Trustees. The Committee's role is:

1. To review applications of those who want to exhibit in the Marion Craine Room Gallery.
2. Select and schedule the exhibits in accordance with the Policy for Exhibits.
3. Communicate with the artists, oversee installation of exhibits, and coordinate with the artists on matters related to the exhibit.
4. Review improvements suggested for the Marion Craine Room Gallery space.

GUIDELINES:

1. Appointments to the Marion Craine Room Gallery Exhibition Committee shall be made by the Snow Library Board of Trustees in June of each year. The Board of Trustees of Snow Library will appoint a Library Trustee Liaison to be a non-voting member of the Exhibition Committee. The Exhibition Committee shall not be less than six (6) and not more than twelve (12) people.
2. The term of each member shall be three (3) years. An individual may serve for two (2) consecutive terms. After serving two (2) terms, an individual may reapply for appointment to the Committee after a one year absence from the Committee.

The initial appointment of terms shall be staggered as follows: one-third of the committee will be appointed for three (3) years, one-third of the committee will be appointed for two (2) years, and one-third of the committee will be appointed for one (1) year. Thereafter, the term of each member shall be three (3) years.

3. The Exhibition Committee shall hold an organizational meeting each June to elect officers for the coming year. Officers to be elected are Chair, Vice-Chair, and Secretary.
4. All major decisions must be passed by a quorum, a majority of the entire membership of the Exhibition Committee.
5. All major improvements will be reviewed with the Library Director before they are made.
6. The schedule of shows and receptions will be cleared with the Library Director. All dates (set-up, reception, and take-down) must be placed on the Library's master calendar by the Director.
7. Any donations made by artists will be made to "Snow Library" and noted as such in the contributions accounts. Expenditures for the Craine Gallery shall be made from this line in the library budget.
8. The Board of Trustees Liaison will attend Exhibition Committee meetings and will make a monthly report to the Snow Library Board of Trustees.

Amended by the Snow Library Board of Trustees, 06/2010