



**Greenwich Library Policy
Flinn Gallery
Approved April 7, 2020**

For definitions and other information relevant to understanding Library Policies, please see Introduction to Library Policies.

The Library provides an exhibition space, currently called the Flinn Gallery (the “Gallery”). The Gallery seeks to present five or six art exhibits annually that are funded by the Friends, administered by the Flinn Gallery Committee (the “Flinn Committee”), and staffed primarily by the Flinn Committee volunteers.

Selection of exhibits is made by the Selection Committee, a sub-committee of the Flinn Committee, in its sole discretion and strives to host exhibits that are of interest to the community. Any artist, art-related group, or collector may apply to the Selection Committee to be considered for an exhibit.

Exhibits are typically scheduled approximately one year in advance. The schedule for each exhibit, including its duration, is subject to the discretion of the Flinn Committee.

In creating the calendar for the Gallery exhibits, the Flinn Committee reserves several dates for events to be held in the Gallery.

The Gallery employs a Gallery Manager who is responsible for coordinating efforts among the Gallery volunteers, artists, and the Library staff.

The Gallery does not emphasize the commercial aspect of its exhibits; however, if works exhibited are for sale by the artist, the Gallery earns a commission on each purchase (which is submitted to the Friends) and pays any applicable sales tax.

The attached guidelines outline certain matters relevant to exhibits at the Gallery.



Flinn Gallery Guidelines

These Guidelines are intended to guide the Flinn Committee, its volunteers and Greenwich Library (the "Library") staff in their activities relating to the Gallery.

EXHIBIT SELECTION

The Selection Committee is made up of a sub-committee of the Flinn Committee. Artists and exhibits are selected by a vote of at least 70% of the Selection Committee members.

Subject to the Selection Committee's discretion, no artist may have a repeat show within five years.

The Flinn Committee discourages exhibiting the works of artists who have previously shown in the Greenwich area within the prior 5 years.

SCHEDULE

Subject to the Flinn Committee's discretion, each exhibit typically lasts approximately six weeks, with one-week intervals between the exhibits for take-down and set-up.

The Gallery rents its space to the Greenwich Art Society and the Old Greenwich Art Society for exhibits whenever scheduling permits. These shows are independently sponsored and are not affiliated with the Gallery.

BUDGET/FUNDS

The Flinn Committee shall prepare and submit to the Friends a budget for the coming year that shall cover the anticipated expenses for the next year's exhibitions, such as insurance, printing, publicity, catalogues, lectures, opening receptions, etc. The Friends shall consider and approve or modify the Flinn's budget.

The Flinn Committee shall report to the Friends' Secretary at the conclusion of each exhibit, the funds disbursed and income received from commissions.

The Flinn Committee shall turn over income received to the Friends' Secretary on a regular basis.

OTHER

The Flinn Committee and the relevant Library staff members shall keep each other advised of schedule and set-up information to effectively coordinate efforts relating to the exhibits.

The Library staff member responsible for coordinating administrative tasks shall advise the Flinn Committee of the requirements, priorities, and future plans of the staff affecting use of the gallery.