

EXHIBITION PROCEDURES/INFORMATION FOR BOOKED ARTISTS  
THE WOODBURY PUBLIC LIBRARY COMMUNITY STUDIO  
269 Main Street South, Woodbury, CT 06798  
203-263-3502

[www.woodburylibraryct.org](http://www.woodburylibraryct.org)

The Woodbury Public Library is a municipal library. The Gallery is located in the Community Studio of the Library. The Community Studio functions not only as an art gallery but as a space for concerts, lectures and movies as well as children's programs. Exhibitions are selected to provide variety, quality and public interest throughout the year.

Here is information on exhibiting at the Woodbury Public Library:

- a. The Gallery space is a community room first, gallery second. Programs will take place in the room during the duration of the art show.
- b. The Gallery space is open during all regular business hours.
- c. Artists provide and mail their own announcements/invitations (postcards) prior to the opening. The Library will place press releases in local papers, add exhibit to calendar and email blast the event.
- d. The Library requests a 20% commission of total sales, payable to The Friends of the Woodbury Library.
- e. The artist is responsible for the opening reception refreshments.
- f. Selection of work and hanging is subject to the approval of the Exhibition Committee. Artists will hang their own work; upon request, Committee Members are available to assist the artist with hanging and take-down and answer any questions.
- g. No giclee prints will be admitted.

Contact: Marla Martin 203-263-3502, email: [mmartin@biblio.org](mailto:mmartin@biblio.org)

THE WOODBURY PUBLIC LIBRARY COMMUNITY STUDIO HOURS  
MONDAY: 10 – 5; TUESDAY: 10 – 9; WEDNESDAY: 10 -5; THURSDAY: 10 – 9; FRIDAY: 10 -5;  
SATURDAY 10 – 5; SUNDAY; 1 – 5 (Closed Sundays Memorial Day – Columbus Day)

Approved by Library Board of Trustees

January 22, 2019