



Greenwich Library Policy

Flinn Gallery

Approved April 7, 2020

For over 90 years the Greenwich Library (the “Library”) has provided an exhibition space to its patrons, currently called the Flinn Gallery (the “Gallery”). The Gallery hosts education-oriented art exhibits that may be contemporary or historical, in many mediums. The Gallery seeks to present six exhibits annually that are funded by the Friends of the Greenwich Library (the “Friends”), administered by the Flinn Gallery Committee (the “Flinn Committee”), and staffed primarily by the Flinn Committee’s volunteers.

1. Selection of exhibits are made by the Selection Committee, a sub-committee of the Flinn Committee, in its sole discretion. Under the Selection Committee’s direction, the Gallery strives to host exhibits that are diverse and of interest to the community. Any artist, art-related group, or collector may apply to the Selection Committee to be considered for an exhibit.
2. Exhibits are typically scheduled approximately one year in advance. Thus, a year’s exhibits (September through June) are usually planned and confirmed by May of the prior year. The schedule for each exhibit, including its duration, is subject to the discretion of the Flinn Committee.
3. In creating the calendar for the Gallery exhibits, the Flinn Committee reserves dates for the Friends’ Annual Meeting, the Library Staff Luncheon, and the Gallery Volunteer Luncheon to be held in the Gallery.
4. The Gallery employs a Gallery Manager who is responsible for coordinating efforts among the Gallery volunteers, artists and the Library staff, in accordance with the Library’s guidelines.
5. The Gallery does not emphasize the commercial aspect of its exhibits; however, if works exhibited are for sale by the artist, the Gallery takes a commission on each purchase (which is submitted to the Friends) and pays any applicable sales tax.



Flinn Gallery Guidelines

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These Guidelines are intended to guide the Flinn Committee, its volunteers and 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.