



Photography Library Display FAQ

Hanging, labeling, scheduling, and exhibiting logistics

Use this guide to prepare and install individual or group photography displays at the library. Coordinate transitions with the outgoing photographer and follow all library display requirements.

Installation and Coordination

Q: Will I receive instructions for hanging my prints?

A: Yes. The standard hanging guidance will be sent by email. You and the previous photographer should coordinate the take-down and installation. You do not need to be at the library at the same time, but the new display should be installed no more than one day after the prior display is removed.

Q: When can I go to the library to hang my prints?

A: You may install your prints during regular library hours, after the previous photographer has removed their work. [Library hours](#) should be checked before each installation or display change.

Q: Do I need to wire the frames?

A: Wiring is not required. The display uses the same hanging system as the group exhibit, and a sawtooth hanger is acceptable. Wired frames generally work best.

Q: May I tape labels or other materials to the wall?

A: No. Do not tape anything to the wall. Any label or tag must be attached to the frame.

Q: Is equipment available to help with installation?

A: Yes. A step stool and additional hanging cords are stored in the closet in the FSPL program room. If you need to access this equipment, the children's librarian will provide the key to the closet in that room. You may find cords in the desk next to the exhibit.

Q: Can I ask for help with hanging the display?

A: Yes. Assistance may be available depending on the display coordinator's work schedule. Coordinate in advance if you need help.

Display Size and Materials

Q: How many photographs should I plan to display?

A: Plan for approximately 8 to 10 photographs in 11 x 14-inch frames. Twelve photographs can fit, but the display may feel tight. Confirm that all pieces fit comfortably and reduce the number if needed.

Q: Is there a template for frame tags?

A: Yes. A frame-tag template is available if you would like to label individual photographs. Attach each tag to the frame, not the wall. Please request the Photography Label Template for use in your exhibit.

Q: Where can I get the SCC logo and format for the introduction sheet?

A: Use the sample biography template, which includes the SCC branding and layout. Place the completed introduction sheet in the acrylic frame on the desk. You may also email a copy to Quyen Phan if you would like it to be posted on [SCC Facebook](#).

Administrative Requirements

Q: Do I need to sign a waiver?

A: No. A waiver is not required.

Q: How will my images be showcased on social media?

A: If you would like your images featured on the [SCC Facebook](#) page, send Quyen Phan your image files, image titles, and a copy of your artist bio/statement. Posts will be shared throughout the month. If possible, also send photos of your display; otherwise, Quyen can photograph the exhibit at the library.

Q: How will my exhibit be promoted to the public?

A: Your exhibit will be promoted through the Simsbury library's '[Art Displays](#)' webpage, monthly flyer, and newsletter. Simsbury Camera Club display announcements include the month of the exhibit, photographer's name and the exhibit theme, if applicable.

Note: Library hours and room availability should be checked before each installation or display change.