

Solomon Wright Public Library

ART EXHIBITION POLICY

Purpose:

The primary purpose of the Solomon Wright Public Library Policy on Art Exhibits is to enrich the library experience of the SWPL Patrons, particularly:

- To enhance and increase community appreciation of the arts,
- To present a variety of exhibitions by artists in the visual arts as well as exhibitions of educational and/or historical significance.

Art Exhibit Policy:

The Library welcomes artists to display their work in the Main Room and Community Room under the following guidelines:

- Length of the display of the exhibit will be determined between the artist and the Exhibition Coordinator, appointed by the Board of Trustees.
- Work from all media and styles will be considered. The Exhibition Coordinator and/or the Library Board of Trustees shall make the decision on the appropriateness of exhibits.
- Exhibition decisions are made by the Exhibition Coordinator. The Appointed Exhibition Coordinator serves as the primary contact person.
- Art may be displayed in the designated wall space in the main library room and the Community Room. No other space or fixtures shall be provided to any exhibitor.
- It is the responsibility of the exhibitor to set up and remove the exhibit in accordance with an established schedule. (Art work not removed on schedule will limit the exhibitor from future exhibitions. If assistance is required, it is the exhibitor's responsibility to provide such assistance unless determined otherwise by the Exhibition Coordinator.)
- The Exhibition Coordinator reserves the right to select individual works to be shown with the works of other artists, or may provide the opportunity for a one person show in a designated library space or in conjunction with another artist's exhibition.

- All costs, expenses, and signage (in keeping with the Library design guidelines for signage) are the responsibility of the exhibitor.
- Prior to display, the exhibitor will provide the Exhibition Coordinator with an itemized list of art items including dimensions and a personal statement about his or her work.
- All exhibits must conform to the space restrictions of the display areas.
- Artists must remove artwork from the Library on the scheduled day of removal. The library cannot provide storage space.
- Library use of display areas takes precedence over any other use. In the unlikely event that the library should require display/exhibit space for its own use, the Exhibition Coordinator reserves the right to pre-empt such space, without notice, and cancel the use of the display areas.
- The Library shall not be responsible for reimbursement or replacement of lost, stolen, or damaged items. Artists must provide their own insurance coverage if desired.

Procedures:

Applications for exhibits must be sent to the Exhibition Coordinator. Submissions shall be reviewed by the Exhibition Coordinator. The artist must include all material required in the application and must arrange with the Exhibition Coordinator an opportunity to review representations of the work to be shown or work similar in nature; i.e., digital images, photographs, color Xerox's or samples.

The artist must complete and sign the Application Form and Release Agreement (attached) acknowledging he/ she/they understands and accepts the Library Policy on Arts Exhibits.

Exhibits shall be scheduled, whenever possible, from several months to a year in advance.

Sale of Artwork:

Exhibitors who desire to sell artwork must provide a price list with prices established by the artist, which should clearly say that the purchaser should contact the artist directly and indicate a preferred method of contacting the artist. The artist is responsible for conducting the sale of any work directly with the buyer and for the collection of sales tax. The library staff will not be responsible for any sales.

An exhibition price list with title indicating the name of the work, medium, and price must be provided. Works that are not available for purchase must be clearly designated "NFS" (Not for Sale.) The artists must notify the Library

Director of a sale so that the artwork may be marked as “sold.” A list of sold artwork with prices must be provided to the Library Director before work is removed.

Any work sold must remain on exhibit throughout the designated exhibition period.

In return for the opportunity to exhibit at the Library, the Library expects a donation of twenty (20%) percent on artwork sold during the exhibition or within one month after the showing. The donation is tax deductible.

Exhibition Presentation, Installation:

Artwork to be displayed must be framed, or have a support structure, and be ready for hanging from the available picture rail.

A picture hanging system from which artwork is suspended is provided to display art. This method is the only system allowed for displaying work. All work must be able to hang with the provided hooks and rods from wire that the artist provides. Nothing can be affixed to the wall and no hardware can be installed that can penetrate the wall. Three dimensional work may be displayed atop specific bookshelves and on bay window sills.

No labels, signs, or other material are to be attached to any walls without both the items and means of adhesion approved by the Exhibition Coordinator or Library Director. 3M Command Damage-Free Hanging Picture Hanging Strips and/or Scotch Restickable Dots do not need prior approval.

Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is granted unless otherwise stated in writing.

Opening Receptions

Opening receptions, if desired, must be arranged under the guidelines of the Library Room Use Policy. Invitations set up, clean up, and expenses shall be the responsibility of the exhibitor. Alcohol is not permitted.

Publicity

The library will publicize the exhibit in the e-newsletter, through social media, on the library’s website and with a press release to local newspapers and radio stations. Any additional publicity is the responsibility of the exhibitor. Any promotional materials, news releases, or flyers must be approved by the Library Director before being used.

POLICY ADOPTED ON: October 4, 2021

BY THE SOLOMON WRIGHT PUBLIC LIBRARY BOARD OF TRUSTEES

Art Exhibit Application Form
The Solomon Wright Public Library

Thank you for your interest in exhibiting at the Solomon Wright Public Library. Please complete the following application and return it to the Exhibition Coordinator or Library Director along with three examples of your work (Digital, photographs, color Xerox's, or samples).

Your Name _____ Date _____

Address _____

Home phone _____

Work phone _____

E-mail address _____ Media _____

Please describe the work you wish to exhibit. Include any information not conveyed by your photographs (medium, technique).

Please indicate the following:

The number of works you would like to exhibit _____

The size of the work you would like to exhibit _____

When would you prefer to exhibit?

Will the artwork you wish to exhibit be available for sale?

Art Exhibit Release
The Solomon Wright Public Library

Name (Print)

Address _____

City/State _____ Zip _____

Home Telephone _____

Work Telephone _____

E-mail address _____

Please sign, date, and attach an itemized list of display articles or indicate the items below:

Installation Date _____

Removal Date _____

I have received, read, and accepted the Policy on Art Exhibits of the Solomon Wright Public Library and agree to abide by the policies and procedures. I understand that in offering my works of art to be displayed in the Solomon Wright Public Library that I release the Solomon Wright Public Library, its board and employees from any liability for damages or injury, loss, theft or destruction of any item or items that may occur during the display period or during installation or removal of the exhibit.

Signature of
Exhibitor _____ Date _____