

Policy on Art Exhibits Gardiner Library

Purpose

The primary purpose of the Gardiner Library Policy on Art Exhibits is to enrich the library experience of the Gardiner Library 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, and
- To help local artists increase their public exposure.

Art Exhibit Policy:

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

- Length of the display of the exhibit will be determined between the artist and the Library Director.
- Work from all media and styles will be considered. The Library Director or the Library Board of Trustees shall make the decision on the appropriateness of any/all exhibits.
- Exhibition decisions are made by the Library Director. The Library Director serves as the exhibit coordinator and primary contact person.
- Art may be displayed in the designated wall space in the lobby, the main library, 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 Library Director.)
- The Library Director 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 Library Director 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 no later than two days after the end of the exhibit unless the artist has made written arrangements with the Library Director prior to the exhibit. 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 Library Director 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 Library Director. Submissions shall be reviewed by the Library Director. The artist must include all material required in the application and must arrange with the Library Director an opportunity for the Library Director to review representations of his or her work to be shown or work similar in nature; i.e., slides, photographs, color Xerox's or samples.

The artist must complete and sign the Application Form and Release Agreement (attached) acknowledging he or she 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 molding.

All work must be able to hang with a wire or filament. A picture hanging system which consists of picture molding from which artwork is suspended is provided to display art. This method is the only system allowed for displaying work. Nothing can be affixed to the wall and no hardware can be installed that can penetrate the wall. Three dimensional work or work requiring pedestals can not be accommodated unless it can be displayed in the display case in the lobby.

No labels, signs, or other material are to be attached to any walls without both the items and means of adhesion approved by the Library Director. All materials for hanging (wire, filament, dowels, screw eyes, measuring tape, etc.) are to be provided by the artist.

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 Community Room Policy. Invitations set up, clean up, and expenses shall be the responsibility of the exhibitor. Alcohol is not permitted. The deposit fee shall be waived.

Publicity

The library will publicize the exhibit in the online e-newsletter and with a press release to a local newspaper. Any additional publicity is the responsibility of the exhibitor. Any promotional materials, news releases, or flyers must be approved before use by both the Chair of the Library Director and the Director of the Library.

Policy adopted

Art Exhibit Application Form The Gardiner Library

Thank you for your interest in exhibiting at the Gardiner Library. Please complete the following application and return it to the Director of the Library along with three example of your work (slides, 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 Gardiner 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 accept the Policy on Art Exhibits of the Gardiner Library and agree to abide by the policies and procedures. I understand that in offering my works of art to be displayed in the Gardiner Library, Gardiner, NY that I release the Gardiner 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 _____