Art Exhibit Guidelines and Policies
Exhibition Guidelines

1. Artwork may be displayed up to a period of 60 days. No individual may reserve exhibit space more than 2 times in a calendar year. The Library reserves the right to change, reschedule or cancel exhibits when necessary.
2. All art must be able to hang with a wire. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. The area available for art exhibitions is currently limited to the carpeted walls of the Meeting Room on the 2nd floor of the library. It is community space for functions from preschooler workshops to large group meetings. Safety is an important consideration. Floor space must be kept clear.
3. For each work, the artist is to provide a display card or title label indicating the name of the work, artist's name, medium and price.
4. No labels, signs, artwork or other material is to be attached to any walls without both the items and the means of adhesion being approved first by the Library Director. All materials for hanging (velcro, wire, measuring tape, etc.) are to be supplied by the artist. Artists using tape that mars or damages library walls will not be invited to exhibit in the future.
5. A picture hanging system is provided to display art. Maximum weight for any piece is 50 pounds.
6. Works of art on display may be offered for sale, with prices established by the artists. The artist is responsible for conducting the sale of any work directly with the buyer, not through library staff. Works that are not available for purchase must be clearly designated "NFS" (Not For Sale).
7. Works sold must remain on exhibit throughout the designated period. The artists must notify the Library Director within 48 hours of a sale so that the artwork may be marked as "sold".
8. The Meeting Room is kept open at all times during regularly scheduled Library hours. The Library's insurance policy does not include works on exhibit. Artists must provide their own insurance coverage. The Library is not responsible for loss or damage incurred while the exhibited items are in the Library. All items placed in the Library are placed there at the owner's risk. All artists are required to sign an Exhibit Agreement that releases the Library from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to the Library Director on or before the exhibit set-up date.
9. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
10. Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact the Library Director to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
11. Artists must remove artwork from the Library no later than two days after the end of the exhibit unless the artist/lender has made written arrangements with the Library Director prior to the exhibit.

Board reviewed 4/5/2012 reviewed 7/3/2014