

## DISPLAY AND EXHIBITS POLICY

The Galesburg Public Library, as an educational and cultural institution, welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of historical material, nature study, original artwork of local residents, or any other material deemed of general interest may be exhibited. Educational, cultural, civic and governmental groups and local artists and collectors may reserve the exhibit areas for use. Purely commercial use of the display space is prohibited.

The Library Board reserves the right to reject any display or item that, in the judgment of the library administration, is illegal or which may interfere with the normal operation of the library. Applications for exhibits must be made through the Library Director and will be processed on a first-come, first served basis, scheduled up to 12 months in advance. Children and adults who have various degrees of maturity view library displays; therefore, displays must meet standards established by the library personnel. Library personnel reserve the right to reject any display in full, or in part.

Displays and exhibits may remain in place for a period of four to eight weeks, depending on location within the library and demand for space. Definite display dates will be established in advance, and the exhibitor is responsible for set up and removal of the display or exhibit in accordance with the established schedule. No group or individual may reserve exhibit space more than twice in one calendar year without prior approval by the Library Director. The library reserves the right to change, reschedule, or cancel exhibits when necessary.

The library assumes no liability for the preservation, protection, or possible damage or theft of any item displayed. All items placed in the library are done so at the owner's risk. All exhibitors are required to sign an agreement that releases the library from the responsibility for any items in the exhibit.

Areas available to the public for displays are one vertical glass display case in the lobby, the carpeted walls in the Sanderson Room, and floor space throughout the library at the discretion of the Library Director.

Before a display or exhibit may be approved, applicants must submit either an Art Exhibit Agreement, a Display Case Agreement, or a Display Panel & Floor Space Agreement.

### DISPLAY CASE GUIDELINES

- The Library can provide a variety of fabric colors for the bottom of the display case. The Library will not furnish construction paper, letters, or other supplies. Adhesives may not be applied to the walls of the display cases.
- Individuals and organizations must supply labor to prepare and install the display at the agreed times.
- No display items may be sold.
- Collections must be picked up within one week of being notified the collection is ready.

## DISPLAY PANEL AND FLOOR SPACE GUIDELINES

- Individuals and organizations must supply labor to prepare and install the display at the agreed times.
- No display items may be sold.
- Recommended mounting materials for the display boards include thumbtacks, push pins or staples. Please **do not use** nails, double side foam tape or sticky labels.
- Line of sight will be considered when approving floor displays. No display should present a safety hazard or obstruct movement or visual supervision of staff.

## ART EXHIBIT GUIDELINES

- Artists must submit representations of their work. All work must be original by the submitting artist. Color transparencies/slides are strongly preferred, but photographs are acceptable. Artists should submit no less than 5 and no more than 12 images in clear protective sleeves, with the artist's name clearly visible on each image. Library personnel will determine the specific pieces to be exhibited and the duration of an exhibition, but will attempt to accommodate an artist's preferences. Library personnel reserve 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. Applications are processed on a first-come, first served basis.
- Library personnel shall decide on the suitability of any art, the framing or support structure, and any visual or written material that might accompany an exhibit. Library personnel will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, library personnel are mindful that all segments of the community and all age groups use the display area. Specifically, library personnel seek to satisfy the following objectives in selecting and developing exhibitions:
  - To present a variety of exhibitions by local artists in the visual and literary arts.
  - To help local artists (including organizations and amateurs) increase their public exposure.
- The views expressed in the works exhibited at the Galesburg Public Library are those of the artists and are not necessarily those of the Library and its staff or the Friends and their membership.
- Please send submission slides/photos to:

**Library Director, Galesburg Public Library,  
40 East Simmons Street, Galesburg, IL 61401**

**Questions? Call the Library Director at (309) 343-6118**

- 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 2<sup>nd</sup> 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.

- 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.
- 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.
- Prior to display, the exhibitor will provide the Library Director with an itemized list of art items. Artists are encouraged to post a statement about their works.
- A picture hanging system is provided to display art. Maximum weight for any piece is 50 pounds.
- 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). Only original artwork created by the exhibitor may be sold.
- 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".
- Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
- 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.
- 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 of Trustees  
Galesburg Public library  
Revised: 3/3/05; 8/6/09; 4/5/12, 7/3/14  
Revised 3/2/17, Revised 9/3/20