

## Art Exhibit Guidelines and Policies Art Exhibit Policy

The Galesburg Public Library encourages local residents to display their own original works of art to the community. Art may be displayed in the Sanderson Meeting Room.

Applications for exhibits must be made through the Library Director and will be processed on a first-come, first served basis. Children and adults who have various degrees of maturity view library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full, or in part.

Exhibits will normally be limited to a period of two months with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

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.

The Library's insurance policy covers only items owned by the library. Artists must provide their own insurance coverage. All exhibitors are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit.

The following documents must be provided to and read by exhibitors: Art Exhibit Policy, Selection of Work for Exhibit, Application, Exhibition Guidelines, Release Agreement.

## 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 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.
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.

## Art Exhibit Guidelines and Policies Selection of Work for Exhibit

1. 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.
2. 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.

Works of art may be offered for sale, but this is not a requirement.

3. 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.
4. 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**

Art Exhibit Guidelines and Policies  
Application Form

Thank you for your interest in exhibiting at the Galesburg Public Library. Please complete the following application and return it when you submit slides or photographs to the Library Director.

Artist \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Please describe the work you wish to exhibit. Include any information not readily conveyed by your slides or photographs (details, technique, unique characteristics, etc.).

Please indicate the following:

The ideal number of works you would like to exhibit \_\_\_\_\_

The size of the works you would like to exhibit \_\_\_\_\_

Is there a 4 to 8 week period during which you prefer to exhibit?

Have you exhibited your artwork elsewhere previously? If so, list where and when.

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

**Please send submission slides/photos and art exhibit application to:**

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

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

Art Exhibit Guidelines and Policies  
Release Agreement

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

Please date, sign and attach an itemized list of display articles.

Installation Date \_\_\_\_\_

Removal Date \_\_\_\_\_

I, the undersigned, have received and read a copy of the Galesburg Public Library Art Exhibit Guidelines and Policies and agree to abide by all its rules and regulations. I understand that in offering my works of art to be displayed in the Galesburg Public Library, Galesburg, Illinois, that I release the Galesburg Public Library, its board and employees from any liability for injury or damages, destruction, loss, or theft of any item or items that may occur during the display period of during installation or removal of the exhibit.

Signature of Exhibitor \_\_\_\_\_ Date \_\_\_\_\_