

Solvay Public Library

Art Exhibit Guidelines and Policies

Art Exhibit Policy

The Solvay Public Library encourages artists to display their own original works of art to the community. Art may be displayed in the Small Meeting Room or Community 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.

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.

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.

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

Approved by Board of Trustees of the Solvay Public Library on January 9th, 2012.

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. Exhibit areas are 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 can 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.
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 exhibit space is open at all times during regularly scheduled Library hours. Community Room exhibit space may be open to registered groups after hours.
9. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
10. Artists must remove artwork from the Library no later than two days after the end of the exhibit unless the artist/lender has made arrangements with the Library Director prior to the exhibit.
11. 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.
12. The views expressed in the works exhibited at the Solvay Public Library are those of the artists and are not necessarily those of the Library and its staff or the Friends and their membership.
13. The Library will post exhibit information on its website, so a brief biography and .jpg photograph is helpful. The artist is responsible for all other publicity about the exhibit.
14. 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.

Application & Exhibit Agreement Form

Thank you for your interest in exhibiting at the Solvay Public Library! After reading our Policy and Guidelines for exhibiting, please complete the following application and return it to the Library Director, by mail, in person, or fax.

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? _____

Installation Date _____ Removal Date _____

*I, the undersigned, have received and read a copy of the **Solvay Public Library Art Exhibit Guidelines and Policies** and agree to abide by them. I understand that in offering my works of art to be displayed in the Solvay Public Library, Solvay, New York, that I release the Solvay Public Library, the Village of Solvay, 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 _____

*Please return the application to:
Library Director, Solvay Public Library, 615 Woods Road, Solvay, NY 13209
Phone: (315) 468-2441 Fax: (315) 468-0373*