

## **ART EXHIBIT POLICY**

### **For Exhibits To Be Accepted:**

- 1 The Artist must schedule an appointment with the Exhibit Coordinator and present a minimum of four (4) samples of artwork, representative of those that will hang in the exhibit.
- 2 The Nanuet library does not accept for display, artworks which depict nudes, religious themes or political themes.
- 3 The Nanuet Public Library Art Exhibit Policy must be signed and initialed by the artist and returned to the Exhibit Coordinator no less than one week prior to the day the exhibit will be hung.

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### **To Hang The Art Work:**

- 1 All art work must be hung with molding hooks provided by the Library (frames should be strung with wire, string or fish line, to accommodate use of the Library's hooks). No other method of displaying artwork will be accepted.
- 2 Labels that identify the artist and/or title of work must be adhered to the frame of artwork. No labels of any sort may be adhered to the walls of the exhibit space.
- 3 The artist is responsible for hanging all artwork. A step ladder will be provided, if needed. Members of the Library staff are not available to assist in hanging artwork.
- 4 If the elevator will be used to carry large quantities of artwork, the elevator key should be obtained from the Circulation Desk. Elevator doors should not be forced or held open.
- 5 Any molding hooks not needed to hang artwork should be returned to the Circulation Desk.

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### **Publicity**

- 1 The Nanuet Public Library publicizes exhibits through an announcement in the Library newsletter and with signs hung inside the Library. A press release announcing the exhibit will be sent to the local media.
- 2 If the artist desires, they may provide a photograph of their art, to be included with the Library's press release. (Photos are generally not returned by the newspaper to the artist or to the Library)
- 3 If space allows, the artist may provide artwork to be displayed in the Library Display case in the entry

area. This may be arranged at the discretion of the Exhibit Coordinator and the Graphic Design Specialist.

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### **Exhibit Reception:**

- 1 If desired, the artist may open the exhibit with a reception. The reception must be open to the general public.
- 2 Any food or beverages served will be provided by the artist. Any invitations issued will be provided and sent by the artist.
- 3 Serving alcoholic beverages (including wine, beer and alcoholic punch) is strictly prohibited.
- 4 The artist will be responsible for set-up and clean up of reception.
- 5 The piano in the exhibit area is only available for use by previous arrangement with the exhibit coordinator
- 6 The Library bears no responsibility for damage or theft of artwork. The Library does not provide

any insurance coverage for artwork exhibited at Nanuet Public Library.

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\_\_\_\_\_ **Sale of**

**Art:**

18. The exhibitor is responsible for handling the sale of any exhibited pieces, for all taxes, and for remitting a 10% commission to the library at the end of the exhibit period. The artist may provide a list of work for sale and a phone number, which will be posted in the exhibit area. Prices may not be posted on art works. Any pieces sold during the exhibit must remain on display for the duration of the show.

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**Maintenance of**

**Exhibit:**

- 1 If at any time during the run of the exhibit, a piece of art becomes dislodged from the wall, the artist will be notified promptly and will be expected to come to the Library to re-hang the art as soon as possible.
- 2 The Library reserves the right to remove any piece of art, sign, etc., that has not been hung in accordance with Library policy.

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**Removal of Exhibit:**

- 1 The Exhibit Coordinator will schedule a date and time for artwork to be removed. It is unacceptable for any artwork to be removed from the exhibit prior to that time.
- 2 The Library bears no responsibility for the storage of any art not removed on the day that has been scheduled for removal. The Library reserves the right to remove from the wall any artwork still hanging after the removal date.
- 3 The Library staff is not available to assist in removal of artwork.
- 4 If the elevator will be used to carry a large amount of artwork, the elevator key should be obtained from the Circulation Desk.
- 5 After artwork is removed, all molding hooks must be returned to the Circulation Desk.

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*Approved: Board of Trustees, January 22, 2002*

The Exhibit will be hung on

\_\_\_\_\_, between the hours of

\_\_\_\_\_. An opening

reception will be held on \_\_\_\_\_,

between the hours of

\_\_\_\_\_. The exhibit will be

removed on \_\_\_\_\_, between the

hours of \_\_\_\_\_. Artist

Signature \_\_\_\_\_

Artist Name (Please Print)

\_\_\_\_\_ Address

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

\_\_\_\_\_ Today's Date

\_\_\_\_\_ Library's

Representative Signature \_\_\_\_\_

Print Name

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