

# **ART EXHIBIT POLICY**

## **NANUET PUBLIC LIBRARY**

149 Church Street, Nanuet, N.Y. 10954 (845) 623-4281

### **Exhibitor's Guidelines:**

- The Artist must schedule an appointment with the Exhibit Coordinator and present a minimum of four (4) samples of art work representative of those that will hang in the exhibit.
- The subjects of the art works must be appropriate for a library setting-and audiences of all ages.
- 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 month prior to the day the exhibit will be hung.

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

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

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### **Publicity**

- The Nanuet Public Library publicizes exhibits through the Library newsletter and with signs hung inside the Library. A press release announcing the exhibit will be sent to the local media.
- Artists may provide photographs of their art to be included in the Library's newsletter and with the Library's press release. (Photos are generally not returned by the newspaper to the artist or to the Library)
- If space allows, the Artist may provide art work to be displayed in the Library display case in the entry or to hang in the designated area in the lobby. This may be arranged at the discretion of the Exhibit Coordinator.

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**Exhibit Reception:**

- If desired, the Artist may open the exhibit with a reception, which must be open to the general public.
- The Artist will be responsible for set-up and clean up of reception.
- Any food or beverages served will be provided by the Artist.
- Any invitations issued will be provided and sent by the Artist.
- Serving alcoholic beverages (including wine, beer and alcoholic punch) is strictly prohibited.
- The piano in the exhibit area is available for use by previous arrangement with the Exhibit Coordinator
- 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:**

The Artist 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 exhibit.

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**Maintenance of Exhibit:**

- 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.
- 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:**

- The Exhibit Coordinator will schedule a date and time for art work to be removed. It is unacceptable for any artwork to be removed from the exhibit prior to that time.
- 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 art work still hanging after the removal date.
- The Library staff is not available to assist in removal of art work.
- If the elevator will be used to carry a large amount of art work, the elevator key should be obtained from the Circulation Desk. Elevator doors should not be forced or held open.
- After art work is removed, all molding hooks, if used, must be returned to the Circulation Desk.

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COMMENTS: \_\_\_\_\_

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