

## **ART GALLERY POLICY**

### **South Whitley Community Public Library**

In keeping with its goal to provide a welcoming environment including programs that educate, enrich, inspire, and entertain, the South Whitley Community Public Library functions as a source of cultural and artistic experiences within SWCPL's served area and the surrounding community.

The purpose of this gallery is to make available those cultural and artistic experiences which will enhance the public's appreciation and understanding of various art forms. The gallery will include a variety of media and will give recognition to local artists, professional or amateur, whose talent and work meets objective standards of excellence and quality.

This policy will outline the conditions and expectations of this gallery and its exhibits. The exhibits serve to enhance the overall patron experience. The Library's gallery space is located on and around the fireplace, on the east wall of the main area, near Nonfiction.

#### Submission Guidelines:

- Eligible artists must be at least 18 years old. Presentations of artists 17 and under, as in the case of students, will be made at the discretion of the Director.
- Art exhibits are displayed for a period of two months.
- Each artist may submit a maximum of 5 pieces of artwork per gallery exhibit. Once the current exhibit has been removed/replaced, the artist may submit 5 more pieces of artwork.
- All submissions must be the artist's original work and cannot have been previously exhibited at the Library.
- Artwork cannot be constructed from a kit or any other pre-manufactured pattern (i.e. "Paint by Numbers," etc.)
- All artwork will be previewed before it is approved for display. By completing the application, artists are submitting their work to be previewed via submitted photographs and descriptions of the pieces; this alone does not guarantee approval to appear in the gallery. If for any reason an artist's piece does NOT meet the Library's guidelines for display, a Library staff member will inform that individual.
- The Director will have the final approval for all artwork and exhibits.
- The Library does not carry insurance on artwork loaned to the Library for exhibition. The Library assumes no responsibility for theft, loss, damage or destruction of items left for display. An exhibitor must acknowledge on their application for submission that the Library and its employees are exempt from all liability with respect to items on exhibit.
- The artist must drop off artwork no later than 3 days prior to the exhibit's start date. The artist must pick up artwork no later than 3 days following the exhibit's end date.
- The South Whitley Community Public Library reserves the right to delay or cancel any exhibit due to an unforeseen situation or need of the Library to preempt the display space.
- Approval by the Library to exhibit a work of art does not imply endorsement of the artist's viewpoints/beliefs or artistic expression by the South Whitley Community Public Library, the Library's staff, or the Library's Board of Trustees.
- Any concerns about an exhibit should be directed in writing to the Library Director.

## Artwork Guidelines:

- Two-Dimensional
  - Two-dimensional format includes photographs, prints, paintings, drawings, collages, needlework, and other decorative wall hangings.
  - Size for standard, two-dimensional pieces such as photography and framed art will be limited to no greater than 11 by 17 inches. Nonstandard pieces will be accepted under the discretion of Library staff, provided there is enough space available to feasibly display the artwork.
  - 2-D items must be ready to display when they arrive at the library. Non-framed items should include a component for ease of display such as an embroidery hoop for embroidered fabric, or foam board for a 2-D craft piece.
- Three-Dimensional
  - Three-dimensional format includes sculptures, pottery, ornaments, small woodworking projects and other decorative pieces.
  - Size for standard, three-dimensional pieces such as pottery will be limited to no greater than 11 by 17 inches. Nonstandard pieces will be accepted under the discretion of Library staff, provided there is enough space available to feasibly display the artwork.
  - 3-D items must be ready to display when they arrive at the library. Free-standing items such as flat-bottomed pottery and sculptures may be displayed without hardware. Non-free-standing and fragile items such as ornaments should include a component for ease of display.
- Publicity
  - Artists must give permission for their artwork to be photographed by Library staff and/or the public while on display. Library staff will photograph and advertise the exhibits for publicity purposes only.
  - Artists are encouraged to submit a brief narrative for each artwork submission to be featured on a small placard next to each piece.
  - Artwork may NOT be offered for sale at the Library. Any sales transactions resulting from the artwork's display should be coordinated privately between the artist and purchaser. Library staff will NOT provide contact information beyond the name of the artist to those interested in purchasing artwork on exhibit.

**South Whitley Community Public Library  
Art Gallery Submission Application**

Complete, sign and submit this application. You will be contacted if any/all of your pieces have been accepted for exhibition at the Library.

Artist's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*\*If you wish to designate a proxy to drop off and/or pick up your artwork, please list their name and phone number here (optional); if submitting for an artist between the ages of 13 and 17, list name of parent/guardian/representative submitting child's artwork:*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Artwork Submissions:**

1. Title/Name: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Title/Name: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Title/Name: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Title/Name: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Title/Name: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach photographs of your artwork to this form, or email them as attachments to [info@swcplib.com](mailto:info@swcplib.com).

Please read and sign to indicate you understand the following:

***I, \_\_\_\_\_ (print name), wish to submit my artwork for display at the South Whitley Community Public Library. In signing this document, I agree to observe and comply with all conditions, requirements, and obligations contained in the Art Gallery Policy and the guidelines therein. I recognize that the Library and its staff are exempt from all liability with respect to items on exhibit. If any/all of my pieces are accepted for submission, I or my designated proxy will bring them to the Library for display no later than 3 days prior to the exhibit's start date, and I or my designated proxy will pick up the artwork from the Library no later than 3 days following the exhibit's end date.***

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_