

## **Rosemary Garfoot Public Library Art Exhibit Policy & Guidelines**

The Rosemary Garfoot Public Library encourages exhibitions and displays of paintings, photographs, crafts, sculpture, and other art works in so far as space permits. This policy reflects the Trustees' belief that the library serves an important cultural role in the community as a showcase for the works of artists and craftspeople in the Cross Plains area. The library provides an attractive place where people may enjoy the work of neighbors and friends.

### **Policy & Guidelines**

All art exhibitions must be approved by the Director and Assistant Director. The Director and Assistant Director exercise curatorial discretion and will determine if a proposed exhibition is appropriate for the library setting.

Proposals must be submitted at least 2 months before the exhibition opening date, and will be evaluated by the Director and Assistant Director.

After approval from the Director and Assistant Director, the artist will be contacted and expected to work with the Director and Assistant Director regarding the schedule and design of the exhibition. Mounting and dismounting of exhibitions is the responsibility of the artist. Artists may only use spaces designated by the Director and Assistant Director.

Exhibitions may be cancelled or removed if they do not conform to this policy statement.

Materials exhibited in the library do not necessarily represent the views of the library administration or trustees and exhibition does not imply their endorsement.

### **Application for Exhibitions**

To request display time and space, artists must fill out the Exhibition Proposal Form and submit it to:

Kelly McKewin: [kmckewin@rgpl.org](mailto:kmckewin@rgpl.org)

In addition to the Proposal Form, artists must submit an artist statement for the exhibition (one page), a biographical sketch (one page) for press release, and at least one image representative of the works to be exhibited (high-resolution, digital format).

## **Visiting Artist Responsibilities**

- Plan the layout of the exhibit and discuss any special hanging or display needs with the Director and Assistant Director in advance.
- May bring in pedestals upon request and if floor space is available.
- Provide own transportation, set-up, and dismounting of exhibition. The Library can provide assistance.
- Dismount the exhibition and remove works of art from the Library on the agreed date.
- 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 with "NFS" (Not for Sale). Sold works must remain on exhibit throughout the designated period. Artists must notify the Library Director within 48 hours of a sale so the artwork may be marked as "sold".

## **Exhibition Spaces**

Exhibition spaces available include:

- Designated wall space
- Display cabinet
- Designated floor space
- Shelf at entrance if not in use for library displays

## **Security and Insurance**

The Rosemary Garfoot Public Library does not take responsibility for the security of exhibited items. The Rosemary Garfoot Public Library does not assume responsibility for possible damage or theft of any items on display. All items placed in the Library are done so at the owner's risk. The Rosemary Garfoot Public Library does not offer insurance coverage for the works of art exhibited in the Library. The Library staff does periodically monitor the exhibition areas.

Adopted 4/19/2011

This document was revised and reviewed accordingly on 7/21/2015

This document was revised and reviewed accordingly on 9/20/2016

This document was revised and reviewed accordingly on 3/20/2018

**Rosemary Garfoot Public Library  
Art Exhibition Proposal Form**

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**EXHIBITION TITLE:**

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**DESCRIPTION:** (medium, number and approximate size of works)

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**EXHIBITION DATES:** Opening: \_\_\_\_\_ Closing: \_\_\_\_\_

**Set-up date:** \_\_\_\_\_ **Take-down Date:** \_\_\_\_\_

**SET-UP NEEDS:** (wall space, display case, entry shelf)

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**Submit this form with a sample digital image of the work to be exhibited, at least 2 months before opening date to:**

**Kelly McKewin: [kmckewin@rgpl.org](mailto:kmckewin@rgpl.org)**

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**I have read and agree to comply with the Rosemary Garfoot Public Library Art Exhibit Policy & Guidelines.**

**Signed:** \_\_\_\_\_