

Approved by the Board of Trustees September 7, 2016

POLICY FOR ART EXHIBITIONS – Piermont Library District, updated August, 2016

Artists are responsible for hanging their own exhibitions. The Library will provide space, molding and rods to be used in hanging. Artists have found it helpful to bring along another person to help; however this is not necessary.

Work may only be hung in designated gallery spaces.

No nails are permitted in walls except with special permission. The artist will repair walls if holes are left from the nails used with special permission.

All work must be properly prepared with wires in back for hanging.

Other than works on canvas, all work must be framed rather than clipped between board and piece of glass.

Canvas works, if not framed, must have finished edges.

Artists must request the use of the Library space for a reception at the time of scheduling and will be responsible for sending invitations to any opening. Receptions are usually the first Sunday of the month from 2:00 – 4:00 PM, unless this is a holiday weekend.

Artists will provide refreshments and supplies for the reception and will clean up before leaving the Library after the event. Artists may arrive at 1:30 to set up and should be cleaned up by 4:30.

The Library will send press releases to local press if material is received the 1st of the month before the exhibition (September 1st for an October exhibition). Artists should include a title for the show, date and time of reception, two or three sentences about the exhibition, and an image. Artists may also include a longer write-up on the exhibition. This could include information about the subject matter, technique, artist's biography, artist's statement, etc. The longer version can be included on the library's website and facebook page and may be submitted to appropriate publications.

The Library will make and print flyers for the exhibition which will be hung in the Library. The artist may pick up additional copies of the flyer to display elsewhere.

The Library retains the right to reject any work which it deems inappropriate to the library setting.

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An exhibiting artist must understand that the library does not provide insurance to cover loss by theft or vandalism of any work of art exhibit, and agree that neither the library staff nor board shall be responsible for theft, vandalism, fire or other damages to the exhibit.

An exhibiting artist will agree to not bring any legal action against the library staff or board of trustees for any damages to the materials exhibited. The library will not act as an agent for buying and selling of items. Price lists with contact information may be made available by the exhibiting artist and all sales will be handled between artist and buyer.

The Library can make clear labels to hang on the wall beside each piece of art if a list of prices and titles is submitted a few days in advance.

As of July 1, 2009, the library will request a donation of 10% of the proceeds of any sale.

Exhibitions must be hung on an agreed upon date (usually as close to the 1st of the month as possible) and removed on an agreed upon date (usually as close to the last day of the month as possible). The Library will not be responsible for storing artwork not picked up at the end of a show.