

Art Exhibit Procedures and Guidelines Nederland Community Library

1. Artwork may be displayed up to a period of 90 days on the library's walls or a period of 30-60 days in the library's display case. The Library reserves the right to change, reschedule or cancel exhibits when necessary.
2. All wall art must be able to hang with a wire. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. The area available for wall art exhibitions is in the community room and the entrance lobby of Nederland Community Library. It is community space for functions from preschooler story time to large group meetings. Therefore, safety is an important consideration. Floor space must be kept clear. The Art Exhibit Committee may consider other locations in the library based on the type of artwork submitted.
3. All display case pieces must fit the dimensions of the case (20 x 48 x 38 inches). Three tiers are available in the display case; two of the shelves are adjustable.
4. For each work, the artist is to provide information for a display card for each piece of art indicating the name of the work and the medium. The Art Exhibit Committee will prepare the display cards with the information provided.
5. The artist is to provide an artist statement or short bio and price list.
6. No labels, signs, artwork or other material is to be attached to any walls without both the items and the means of adhesion being approved first by the Art Exhibits Committee.
7. A picture hanging system is provided to display art on the library's walls. Maximum weight for any piece is 40 pounds. The artist is should be present at the time the art is put up and taken down.
8. Works of art on display may be offered for sale, with prices established by the artist, but all contact and pricing will be handled through the artist. The Library front desk staff will keep a list of current displayed art at the front desk, including artist contact and pricing information if art is for sale.
9. Works sold must remain on exhibit throughout the designated period. The artists must notify the Library Director within 48 hours of a sale so that the artwork may be marked as "sold".
10. The Community Room is kept open at all times during regularly scheduled Library hours. The display case is situated in the front entryway. The Library's insurance policy does not include works on exhibit. The Library is not responsible for loss or damage incurred while the exhibited items are in the Library. All items placed in the Library are placed there at the owner's risk. All artists are required to sign an Exhibit Agreement that releases the Library from responsibility for any items in the exhibit. The Exhibit Agreement must be signed and submitted to the Art Exhibits Committee on or before the exhibit set-up date.
11. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
12. Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact the Art Exhibits Committee to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.

13. Artists must remove artwork from the Library no later than two days after the end of the exhibit unless the artist has made written arrangements with the Art Exhibits Committee prior to the exhibit.