

PIEDMONT VALLEY LIBRARY BOARD OF TRUSTEES ART EXHIBIT POLICY

Statement of purpose

The primary purpose of Piedmont Valley Library art exhibits is to enhance the experience of the library patron.

Art Exhibits Coordinator

The Art Exhibits Coordinator, hereafter referred to as AEC, shall be appointed by the librarian with the approval of the Library Board of Trustees.

- The AEC shall be responsible for scheduling exhibits, selection of art to exhibit, and arranging for the presentation, installation and dismantling of all art exhibits within the constraints established by this policy.

Application to Exhibit

The AEC shall maintain a schedule of exhibits available at the library.

- Artists or craftsmen who wish to exhibit their original work, or collectors of fine art who wish to exhibit their pieces, may contact the AEC or the librarian to request an opportunity to exhibit.
- All requests will be referred to the AEC for review and acceptance as outlined in this policy.

Selection of Art

The AEC is responsible for the selection of art.

- Special consideration will be given to works of art produced by local artists.
- Preference may be given to artists who have not displayed at the library within two years.
- Art selected for display must be of exhibition quality and overall community interest. Works selected for exhibit must be appropriate for all ages.
- Samples of art must be available to the AEC for review prior to acceptance.
- The Piedmont Valley Library reserves the right to reject any exhibit in full or in part. Any artist or exhibitor so rejected may appeal to the Library Board of Trustees.

Exhibition Presentation, Installation, and Dismantling

All artwork must have a finished appearance suitable for gallery display.

- Two-dimensional artwork must be framed and wired ready for hanging.
- Unframed artwork may not be exhibited unless it is wrapped canvas with painted edges or other artistic techniques where it provides for a finished look.
- The artist or lender of three-dimensional works of art must provide a means of display, which must be approved by the AEC and the librarian prior to acceptance to exhibit.
- Art shall be hung or placed in areas specified by the library.
- The AEC will supervise the hanging, display and dismantling of all exhibits. The condition of the library walls will be a factor in hanging the art.
- Typical exhibits will run one month. Other time periods may be arranged by the AEC or librarian.
- All works of art must remain on display until the closing of the exhibition.
- If an item is sold it may be replaced with another item. It is preferred that sold pieces remain with the exhibit until its close.

Artist Reception / Publicity

The AEC will ask the exhibitor if they would like an artist's reception. Every effort will be made to host a reception if possible though it is not guaranteed.

- The artist or lender will be asked for a biography, related to their exhibit, to be used for advertising and openly available for library patrons to read.
- The date of the reception will be coordinated between the exhibitor and AEC, around the availability of the library facility.
- The AEC will advertise the event in local publications where there is no fee.
- Very light refreshments will be served.

Fees

No admission fee will be charged for any exhibit in the library. There shall be no fee for the exhibitor. The library would be grateful for a nominal donation in the event that the exhibitor sells art as a result of the exhibit in the library, but a donation is not required.

Sales

All sales are the responsibility of the artist.

- The artist or lender will provide pricing labels to be displayed with each exhibit piece unless other arrangements are made with the AEC. A complete list of all exhibit pieces, including pricing will be retained at the library checkout desk for reference. It will also assure all pieces are accounted for.
- Contact information shall be provided by the artist or lender and will be available at the library's checkout desk.
- Library staff is not responsible for collecting money or serving as liaison between artist and buyer.

Security and Liability

The Library is not responsible for reimbursement or replacement of lost, stolen, or damaged items.

- The exhibiting artist or lender must provide their own insurance coverage.
- The artist or lender will be required to complete and sign a waiver of liability for the Piedmont Valley Library and the City of Piedmont before any works of art are exhibited. Such waiver form shall be kept on file in the library for one year following the exhibit.

Adopted September 24, 2012

Tom Stevens, Chairman, Board of Trustees