

# West Hartford Public Library

## Title: Gallery Exhibit Procedures

*Revised November 26, 2018*

1. Artists interested in exhibiting their work should submit or make available high resolution digital files, photographs, artist's gallery website address and/or examples of representative work and to provide an artist's biography including all art related education and list of prior exhibitions. Responsibility for acceptance or rejection of collections and individual works for exhibit rests with the Library Director or professional staff assigned to the curation of public art collections, (See Public Art Policy).
2. The artist will work with library staff in placing the artwork to develop an effective Exhibit in either of the library galleries or library display cases as appropriate. The actual hanging and removal of the exhibit will be the responsibility of the artist. All work must be "display-ready" i.e. properly framed or mounted as appropriate. Any artwork that is not suitably framed may be refused for exhibit.
3. The artist will keep the work on display for the complete period as scheduled and will remove the exhibit promptly at its completion. The library shall not be held responsible for artwork that is not removed by the designated date.
4. The artist will provide a complete list of the works on exhibit along with the price and/or value of each item. The town provides limited insurance protection.
5. The library reserves the right to publicize the exhibit and related events. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. Copies of any promotional materials created by the artist must be provided to the library for approval.
6. Library staff are not authorized to act as agents in the sale of art displayed in the galleries or library display cases. Contact information should be provided by the artist and made available in the galleries for direct pricing/purchase inquiries.
7. Artists are invited to host/sponsor an opening reception; all costs associated with a reception (including invitations, food, and beverages) will be borne by the artist. Refreshments are limited to cold/nonalcoholic beverages, finger foods i.e. cookies, pastries. No electricity will be provided. Receptions will be limited to two hours. Receptions will only be scheduled with approval of the library and will be open to the public.