

## **EXHIBIT INFORMATION AND GUIDELINES**

Application is made to the Library staff responsible for exhibit scheduling.

At branches, applications may be given to the Branch Manager or Reference Librarians at any time.

The Art Committee will set a date to review and schedule art displays.

Applications are available at all Library locations.

Tours of the facilities will be given by appointment.

All applicants must provide samples of their work (a minimum of three items). Photos, slides or digital images may be used. An exhibit plan must be provided.

The Art Selection Committee working with the assigned staff person will decide if a body of work is suitable in terms of quality, workmanship and/or quantity.

Questions regarding selection or subject will be referred to the Library Director for review.

The Library Board reserves the right to make final determination on Library exhibits.

Exhibits that are accepted will be assigned a one month show.

Space dimensions, specific information and individual Library guidelines are outlined in this information sheet.

Artists may only have a show in any of the libraries only once in any 24 month period.

A list providing title, medium, size and total exhibit value (not individual pieces in the exhibit) must be submitted prior to the showing to the staff representative.

Works to be exhibited must be in good condition.

Art work must be ready to mount with hooks and wires attached.

The exhibitor is to provide labels for each piece.

Each exhibitor is responsible for "hanging" the show. Library staff cannot provide this service.

Exhibits are to be mounted on the first day of the month or as near to that date as possible. The City of Santa Fe does not insure art works displayed in public buildings during the time the art is on exhibit, in-transit or stored on library premises.

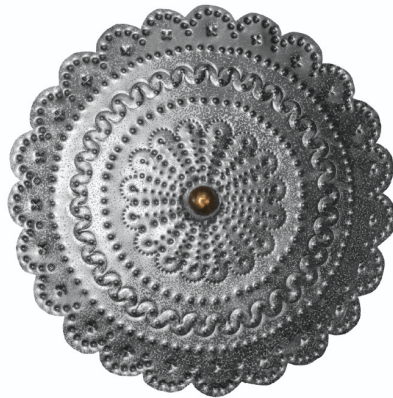
Exhibits must be removed at the end of the month by the exhibitor. If an exhibit is not removed in a timely manner, or other arrangements made in advance, staff will remove the art from the exhibit area. If art is left at the Library more than 30 days after exhibit has ended and other arrangements have not been made, the art will be considered a gift to the Library. The Library, as with all gifts, will make the final determination on art gifts.

The Library does not serve as a sales agent for the exhibit pieces.

Exhibitors are encouraged to provide name, address and/or phone number for follow-up by interested viewers. Table space is provided for this information.

The Library will provide information about monthly exhibits in its monthly calendar of events as well as email newsletters. Exhibitors are encouraged to seek their own press coverage.

Openings to accompany monthly exhibits may be arranged. The Library reserves the right to hold such events at their discretion.



# SANTA FE PUBLIC LIBRARY