

GALLERY EXHIBIT POLICY

PURPOSE

As an institution for education and the exchange of information and ideas among its patrons, the Library welcomes the opportunity to allow community groups, local organizations, or individuals to use the designated gallery space of the Library for the monthly display of art.

ONE MONTH EXHIBITS

Each exhibit is scheduled for the period of one calendar month. The display period begins on the first working day of the month and ends on the last working day of the month. Working days do not include Saturdays, Sundays, and holidays.

NO FEE

The Library does not charge a fee for the gallery space.

MATERIALS DISPLAYED

All artwork must be "ready to hang," i.e., matted, framed and identified as appropriate to the pieces. The Library uses the Walker Display System and all artwork that is displayed must be hung using it. Artworks must be of an appropriate size and quantity to fill the gallery space. Each exhibit must be accompanied by a sign that conspicuously contains the name of the exhibiting artist(s) (or the group and institution to which the artists belong) and states that the Library does not endorse the artwork.

The Library will not facilitate the sale of artwork. Prices may not be affixed to any material on display.

All materials in the Library will be given reasonable care and protection within the limits of the general operation of the Library, but the Library and the Board do not assume responsibility for damages or loss suffered on its premises, nor the cost of insurance coverage. Such costs, losses, damages, etc., are understood to be the responsibility of the organization or individual providing the display or exhibit. The Library does not carry insurance on any items owned by the exhibitor. Exhibitors are encouraged to insure any valuable displayed materials.

The Library will not provide storage for the property of organizations or individuals displaying in the Library. All exhibitors are required to sign the attached for which releases the Library from any responsibility for displayed items.

PROHIBITED DISPLAYS

The artwork displayed and the manner in which it is displayed will be regulated to the extent necessary to prevent the artwork's physical characteristics from interfering with Library patron's and staff's use of the facilities for study, work, learning, and enjoyment. The Library welcomes expression of all viewpoints, but artworks may not advertise commercial endeavors, advocate the election of specific candidates or seek to influence the votes of a legislative body or the policy decisions of a governmental body.

Furthermore, to prevent injury to Library patrons, material that threatens violence or intimidation of any individual or group; is obscene, defamatory, or invades a particular person's privacy may not be displayed.

REMOVAL OF MATERIALS BY LIBRARY

The Library will remove any artwork violating these policies from the gallery space immediately. The Library may also remove any artwork not removed from the gallery space by the Library's closing hour on the last working day of the month. The Library will not be responsible for the storage or condition of any artwork removed. All artwork for display must be picked up within 30 days of the end of display or artwork becomes the property of the Frankfort Public Library District to be disposed of at the Library's discretion.

PROCEDURES FOR INDIVIDUALS

By invitation or application.

An Art Review Committee, whose members are appointed by the Administrative Librarian, and who are either practicing artists or through experience and education are qualified to judge the techniques of artistic expression will serve as jury and be responsible for selecting artists and artwork for display.

All applications for submissions for exhibition to be considered by the Art Review Committee must include:

- A. A brief biography of the artist, including any artistic educational background, previous showings of the artist's work, awards and recognition, and a brief description of the artist's work;
- B. Slides or other representations of the group of artworks to be considered for exhibition, or the works themselves, in ready-to-hang condition. If the artworks submitted are inconvenient for proper and safe storage awaiting jurying, the Library may request slides of the works. If slides are submitted, they must be accompanied by a physical description of each work, including its dimensions and the means necessary to hang or otherwise display each work;
- C. A statement of any special consideration or adaptations necessary for the display of the artworks;
- D. A completed Gallery Exhibit Submission Form.

Criteria for selection.

Exhibits submitted for consideration by the Art Review Committee are juried according to the following criteria:

- A. The artist's level of professional accomplishment or reputation in the art world;
- B. The mastery of the art form represented by the artworks presented, including consideration of the use of materials and awareness of design structure and artistic principles;
- C. The originality and skill exhibited by the artworks presented;
- D. The diversity of style and medium;
- E. The professionalism of the artwork's presentation;
- F. The physical adaptability of the artworks to the gallery space.

Notification of acceptance.

The Library will notify the artists whose submissions are accepted and designate the month for their exhibition. Notification is given to the contact person listed on the Submission Form.

Installation and removal of displays.

A signed Release Form must be on file before installation begins. Artwork must be installed by exhibiting artists and will be notified in advance by Library staff to schedule an installation date and time. Artwork must be removed by the exhibiting artists by closing time on the last day of the month, or it may be removed by Library staff. Library staff will be available to assist persons installing or removing displays upon request. The Library will prepare a sign featuring artists' names.

PROCEDURE FOR COMMUNITY GROUPS OR LOCAL ORGANIZATIONS

By invitation or application.

The Library's gallery will be made available for the display of artworks by recognized groups with amateur artists from local schools, art & photography clubs, etc. These exhibitions are not screened by Library staff. A completed Submission Form is required for consideration. Also, see the "Notification of acceptance" and "Installation and removal of displays" sections above.

GALLERY EXHIBIT SUBMISSION FORM

Please review the Library's Gallery Exhibits Policy.

Please fill out and mail to:

Frankfort Public Library District
Attn: Administrative Librarian
21119 S. Pfeiffer Rd.
Frankfort, IL 60423

APPLICANT

Full legal name of applicant – person or organization responsible for exhibit

Permanent address of applicant

Phone number of applicant

CONTACT

Name of contact

Phone number: _____

DESCRIPTION (General description of works to be exhibited)

GALLERY EXHIBIT RELEASE Please read carefully before signing.

I, (print name) _____, hereby lend the following works of art or other material to the Frankfort Public Library District, for exhibit purposes only. I have read the Library's official **Gallery Exhibit Policy** and understand it. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility, for loss, damage, or destruction while they are in the possession of the Library.

Description of materials loaned _____

Signature _____ Date _____

Address _____ Phone () _____