

# Clive Public Library Art Gallery Exhibit and Display Policy

## General Displays

- Displays and exhibits must be of general interest, open to the public and be of educational, cultural, historical, or recreational nature.
- Artists/Individuals responsible for the display will arrange their own materials under the general supervision of the library staff and are responsible for any damage to library property.
- Individuals, organizations or groups placing materials on exhibit must agree to assume all risk for articles exhibited, and sign a "General Exhibit and Public Display Release" form.
- Permission for exhibits, lengths of time of exhibits, hours for viewing and any other regulations necessary are to be obtained from the Library Director or designee.

The use, by individuals or organizations, of the Library's display facilities and/or exhibits, other than those which pertain to the library, is a privilege, which is subject to review by the Library Board of Trustees.

## Proposals

Artists and art organizations are encouraged to apply to exhibit in the Library Gallery. Owners of artwork with local community interest or historical significance are also encouraged to apply. Proposals will be considered by the Gallery Committee. All proposals must follow the procedures established by the Committee. Applications for exhibit are accepted throughout the year.

## Exhibition Selection

The Library Art Gallery Committee is responsible for the selection of Gallery Exhibitions. The Gallery Committee endorses appropriate exhibits with the goal of creating a historical, cultural and educational environment within the Clive Public Library. Artists and art organizations, from amateur to professional, are invited to exhibit. The Gallery will focus primarily on two-dimensional works. Special consideration will be given to works of art produced by local artists.

In selecting exhibits, the Gallery Committee will take into consideration,

- Quality of artwork
- Overall community interest
- Historical prominence or significance of artist or arts organization
- Dates of previous Library Gallery exhibits by the same artist, lender or organization
- Dates of previous Library Gallery exhibitions of similar item or topics
- Special needs, costs, or requests associated with proposed exhibits

The Committee retains the right to determine the suitability of any proposed exhibition to be included in the Library's exhibition program. The Library reserves the right to reject any part of an exhibition or to change the manner of display.

## Exhibition Presentation, Installation, and Dismantling

Artists are encouraged to visit the Gallery prior to the installation of their display. Two-dimensional artwork must be suitably framed and wired for hanging. Unframed artwork will not be exhibited without specific permission of the Committee.

Typical exhibits will run six to eight weeks. The Gallery Committee shall supervise the set-up and removal of all exhibits, however each artist/lender is responsible for installing/dismantling their exhibit—no Library staff assistance will be provided. All works of art must remain on display until the closing of the exhibition. Any costs associated with special installation or display needs must be pre-approved by the Gallery Committee and borne by the artist/lender.

Receptions for an exhibit are optional and should be cleared by the Gallery Committee. All receptions will be subject to Clive Public Library Meeting Room Policy guidelines. Artists are encouraged to work with the staff of the Clive Public Library to create optional art related programming.

Artists are responsible for repairing damage to the Gallery during the installation, exhibition, and removal of the exhibits. The Gallery Committee will assess the Gallery condition before and after the exhibit. Artists/lenders must remove the artwork from the Library no later than two days after the end of the exhibit unless the artist/lender has made written arrangements with the Gallery Committee prior to the exhibit.

### **Sales**

Artists/lenders should provide the Gallery Committee with an artist's statement, which includes their contact information and place cards to identify each art piece. Artists can provide cards or brochures about their work. Pricing can be displayed in the Gallery but all sales inquiries must be referred to the artist or the artist's agent. The Gallery requests a 10% donation of all sales, made payable to the Clive Public Library. All works of art must remain on display at the Gallery, even if sold, until the exhibit closes, unless the artist can replace the sold item with a suitable substitute for display. Sold artwork should be clearly marked by the artist. During the exhibit, artwork may not be removed from the library without the knowledge and consent of the Gallery Committee.

### **Security/Liability**

The Clive Public Library and Gallery Committee cannot be responsible for reimbursement or replacement of lost, stolen, or damaged items and does not insure exhibits. The Library encourages the artist/lender to obtain a rider on his or her insurance policy for the duration of the exhibit. The artists/lenders will be required to complete and sign a waiver/release of Library liability before any works of art are exhibited.

The Art Gallery is open to the general public. The Library is monitored by secured cameras, however the areas of display are not monitored by staff.

### **Publicity**

The Library and Gallery Committee will promote the Art Gallery through community calendars, our website, social media and print materials distributed in the gallery. Artists will provide the Gallery Committee with photos of their work and grant permission for the gallery committee and library to display images of their work on the library website and social media. Artists are encouraged to advertise their exhibit in their own ways and venues.