

Art and Exhibits Policy

Purpose: the primary purpose of the Saugerties Public Library Policy on Art Exhibits is to enrich the library experience of Saugerties Public Library patrons, particularly:

- To enhance and increase community appreciation of the arts,
- To present a variety of exhibitions by artists in the visual arts as well as exhibitions of an educational and/or historical significance, and
- To help local and regional artists increase their public exposure.

Art Exhibit Policy: The Saugerties Public Library welcomes artists and curators to display works in the Lower Level Gallery and Community Room under the following guidelines:

- Exhibit display dates will be established in advance at the discretion of the library staff.
- Work from all media and styles will be considered.
- Exhibition decisions are made by the Art and Exhibits Task Force. The Library Director serves as the exhibit coordinator and contact person.
- It is the responsibility of the exhibitor to set up and remove the exhibit in accordance with an established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance unless determined otherwise by Library Director.
- Artists must remove artwork from the Library no later than two days after the end of the exhibit unless the artist has made written arrangements with the Library Director. The Library cannot provide storage space.
- Artwork not removed on schedule will limit the exhibitor from future exhibitions.
- The Arts & Exhibits Task Force reserves the right to select individual works to be shown with works of other artists, or may provide the opportunity for a one-person show.
- All costs, expenses, and signage (in keeping with the Library design guidelines) are the responsibility of the exhibitor/s.
- Three weeks prior to display, the exhibitor/s will provide the Library Director with an itemized list of art items. This will comprise: Artist, title, year, and medium. Exhibitor/s will also provide a personal or curatorial statement about the work to be displayed.
- The Library does not advocate or endorse the viewpoints of any exhibit or exhibitors.
- Any concern about an exhibit should be directed in writing to Library Director.
- Library use of display areas takes precedence over any other use. In the unlikely event that the Library should require display/exhibit space for its own use, the Library Director has the right to pre-empt such space, without notice.

Procedures: Applications for exhibits must be sent to the Director of the Library and will be referred to the Art & Exhibits Task Force. The Art & Exhibits Task Force will review all submission. The artist must include all material required in the application; e.g. slides, photographs or samples.

The artist must complete and sign the Application Form and Release Agreement (attached), acknowledging he or she understands and accepts the Library Policy on art exhibits.

Exhibits shall be scheduled, whenever possible, from several months to a year in advance.

Sale of Artwork: no sales transactions may take place on Library premises, but the exhibitor may provide phone number and address to be contacted by any interested party.

Exhibition Presentation, Installation: Artwork to be displayed must be framed, matted or have a support structure, and be ready for installation.

- Three dimensional work or work requiring pedestals can only be displayed by special arrangement with the Library Director. Pedestals must be supplied by the artist.
- No labels, signs, or other material are to be attached to any walls, without both the items and means of adhesion approved by the Library Director or his/her designated representative. All materials for hanging (wire, filament, dowels, screw eyes, measuring tape, etc.) are to be provided by the exhibitor/s.
- Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is granted unless otherwise stated in writing.

Opening Receptions: Opening receptions, if desired, must be arranged under the guidelines of the Community Room Policy. Any expenses shall be the responsibility of the exhibitor. Alcohol in not permitted.

Publicity: Publicity is the responsibility of the exhibitor/s. The Director of the Library must review any publicity associated with the exhibit prior to dissemination.

Approved by the Saugerties Public Library board on March 8, 2011.

Review History: January, 2018, Revised February 2018

Review Cycle: 5 years