

# **Eastham Public Library Art Exhibition Procedures**

**Art Advisory Committee.** The role of the Committee is to provide advice to the Library Director and the Board of Trustees in the broad area of art for the purpose of encouraging local artists and incorporating art into the library. It is an informal group led by a member of the Board of Trustees.

**Exhibitions.** Applications for exhibitions will be reviewed by the Advisory Committee on a regular basis and recommendations will be made to the Library Director and the Board of Trustees. From time to time, the Advisory Committee will also recommend specific themed shows and post a “Call to Artists” for these exhibits.

All different types of visual art will be encouraged including hanging art, sculpture, fabric art, children’s art and outdoor installations.

Criteria for selection will include:

1. Art must be professionally mounted/displayed in a manner appropriate to a commercial art gallery.
2. It must be appropriate to a public space
3. Preference will be given to Eastham artists
4. Preference will be given to artists who have not previously exhibited

## **Hanging**

- All displays/exhibits should be set up and removed with as little interference as possible to the daily operations of the Library. Once the exhibit is installed, changes may be made with Library approval.
- The Eastham Public Library utilizes special hanging systems for artwork. Works must be framed with a wire across the back to accommodate this system. No other method of hanging (tape, glue, tacks, nails, etc.) may be used. Artists (or their representatives) will be solely responsible for hanging the work.
- The artist should produce a sign, which includes a title for the exhibit, a brief description of the exhibit and the artist’s/group’s biography, which will fit in an 8 1/2 x 11 inch display holder.
- A statement indicating that the exhibit does not express the opinions of the library will be permanently posted in the exhibit area.
- The artist is responsible for producing labels (approximately 2" x 3"), which are approved/provided by the library, for each piece. The label will give the title, medium and artist.
- A complete list of all the artworks contained in the exhibit will be left with the Library staff.

**Galleries:** All spaces will be considered as potential for the temporary installation of art. Three galleries will be advertised as available to the public for displays:

- **VIS Room:** This room is appropriate for small works and includes 10 small spaces above the bookcase and backed with white beadboard with a height of 40” and a width between 24” and 48”
- **The Red Gallery:** This hallway, leading to the restrooms, the VIS room and the large conference room includes three walls all 8’ tall. The Red wall is 36’ long (288sq’); one neutral wall is 15’ long (120 sq’) and a second neutral wall is 12’ long (96sq’).
- **Reading Garden/ Outdoor Sculpture Gallery:** This sheltered seating area includes artful plantings and benches and is visible through glass walls from the lobby, conference rooms and reading areas. It is suitable for both very large sculptures as well as smaller pieces. It is a public, unlocked space.
- **Gregory S. Turner Gallery:** This is a large room appropriate for very large works. The hanging rails are 9’ tall and there are two walls for hanging. One wall is 20’ long with the shorter, 18’ wall is only available when the screen is not in use.

Other areas may be available for specific exhibits.

### **Publicity**

- The Library lists the exhibits on the Library calendar and web-site. The artist must provide a brief statement and a publicity photo for this purpose.
- The artist is strongly encouraged to host a “Meet the Artist” event on the first Thursday of the month.
- The artist is also encouraged to list the exhibit on local websites and media outlets. A list of these is available from the library staff.

### **Sales**

- The library cannot be responsible for managing money from the sale of art but will hold sales receipts in our safe for exhibitors who wish to offer their work for sale at the exhibit.
- Envelopes for sales will be provided by the library.
- Red dots should be placed on all sold items.
- Like any exhibition, items sold during a display period shall remain on display until the end of the exhibit or be replaced by the artist.