

THE SHERMAN LIBRARY

ART EXHIBIT POLICY

Purpose

The Sherman Library Association (“Library”) showcases exhibits and displays for the intellectual and cultural enrichment of our community. Art exhibits are intended to make the Library a pleasant and interesting place to visit.

Administration of Policy

The Library Board of Trustees (“Board”) authorizes the Library Executive Director (“Director”) who approves exhibits, scheduling, and publicity, to act in keeping with this policy and to execute its provisions.

Acceptance of an exhibit does not constitute an endorsement by the Library of the exhibitor’s beliefs or interpretations.

Art Curator

The Art Curator is appointed by the Director. The Art Curator identifies exhibits, reviews proposals for consideration and recommends exhibits, dates and publicity for the approval of the Director.

Exhibit Space

The walls of the art corner are the primary space for exhibits. The barn might be a consideration, but exhibitors must be aware this is the Library program room for adults and children.

Exhibit Guidelines

Local area individuals are welcomed to submit art exhibit proposals for consideration and review by the Art Curator.

Artwork must be a high level of quality and appropriate for display in a public library. The Library has the final decision as to the suitability of artwork on exhibit.

Exhibits will run for six weeks to two months unless the Director agrees to an extension.

All artwork must be properly mounted or framed for easy hanging. The exhibitor is responsible for hanging and dismantling of the exhibit with the Art Curator or Director in attendance to help position materials. The exhibitor should be aware that it might be necessary to climb up and down a ladder when hanging the exhibit.

The exhibitor may provide a guest book.

The exhibitor will provide information about themselves and their artwork, including select digital images for a press release that is managed by the Art Curator. Press releases include local publications, the library website, social media and e-newsletters.

THE SHERMAN LIBRARY

ART EXHIBIT POLICY

The Exhibitor will provide contact information and a list of artworks and prices. The Library staff accepts payment for purchases. The Library receives a thirty percent (30%) commission on sales and then remits payment, within a reasonable time, to the exhibitor for seventy percent (70%) of the sale price. The Exhibitor is responsible to pay any applicable sales taxes.

The Library will make every effort to protect artwork displayed; however, exhibitors must realize the Library is a public building used by many. As a result, the Library cannot be held responsible for damage to or loss or theft of artwork while on display. The exhibitor accepts full responsibility for loss, theft or damage as well as obtaining their own insurance coverage if they desire.

Art Reception

The exhibitor is welcomed and encouraged at their cost to host a reception with refreshments of light snacks and beverages. For group shows, individual exhibitors will coordinate to host a single reception. Receptions are held with permission from the Library at a date and time coordinated with the Library calendar.

The reception will be included in the art exhibit press release. The exhibitor is responsible for mailing invitations to their personal list.

A member of the Board, Library staff or Director must attend from set up through clean up.

Requests for Reconsideration of Exhibit Items (complaints)

The Board recognizes the right of Library patrons to question the inclusion of items in an exhibit. Patrons may ask the Director or staff about such items. The staff will discuss the concerns with the Director and give the patron a copy of this policy.

A patron, still questioning items in the exhibit, may submit a concern in writing to the Director. After reviewing the concern, the Director will present the concern to the Board, together with a recommendation. The Board will review the recommendation and authorize the Director to issue a timely and final response to the patron. The item will not be removed during the process.

Approval

Approved by the Sherman Library Board of Trustees April 2014, March 21, 2019

Appendix - Art Exhibitor Contractual Agreement

Prior to installing an exhibit, Appendix 1 - Art Exhibitor Contractual Agreement is signed by the exhibitor. For a group show, the agreement is signed by each individual exhibitor.

THE SHERMAN LIBRARY

ART EXHIBIT POLICY

Appendix 1 - Art Exhibitor Contractual Agreement

The Library Art Shows, Exhibits and Displays are dedicated to the intellectual and cultural enrichment of our community. We welcome you as one of our exhibitors and look forward to your Art Show!

The following contractual agreement is made between the Sherman Library Association, henceforth known as “the Library”, and _____ henceforth known as “the Exhibitor.”

The Library has the final decision as to the suitability of any artwork on exhibit.

All artwork must be ready for installation by 1PM on the exhibit start date. The Exhibitor is responsible for hanging artwork with appropriate materials as well as removal of the collection at the exhibit closing date.

The Exhibitor must leave all work in place until the exhibit has ended to retain the integrity of the exhibit.

The Library does not provide insurance or compensation of any kind against fire, theft or damages to your artwork on display at the Library. The Exhibitor accepts full responsibility for obtaining their own insurance coverage if they desire, as well as assumes full responsibility for any loss resulting from fire, theft, or damage from any cause.

The Exhibitor will provide a biography, contact, explanation or insight to the exhibited artwork, select digital images, as well as medium, size, price and title of the artwork. The provided biography, insights and images may be used for press releases.

The Exhibitor agrees to pay the Library a commission rate of 30% (thirty percent) of the purchase price of artwork sold. Purchases will be paid directly to the Library. The Library will pay the Exhibitor 70% (seventy percent) of the purchase price. The Exhibitor is responsible to pay any applicable sales taxes.

The Exhibitor may host a reception with refreshments of light snacks and beverages at their cost. For a group show, individual exhibitors will coordinate to host a single reception. Receptions are held with permission from the Library at a time and date coordinated with the Library calendar. A Library staff, Director or Board member will be present. The Library will publicize the exhibit and reception through local publications, the Library website, social media and e-newsletters. The Exhibitor is responsible for mailing invitations to their personal guest list.

This paragraph is to acknowledge that the Exhibitor has read and fully understands all the terms and responsibilities of this agreement, including complete understanding that the Exhibitor’s displayed work at the Library is at their own risk. Exhibitor’s initials _____

Acceptance of an exhibit does not constitute an endorsement by the Library of the Exhibitor’s artistic beliefs or interpretations.

The Library wishes to thank you for your showcase of artistic accomplishments which serve to enhance the minds and souls of our community.

Exhibit Start Date (May Be Subject to Change) _____ End Date _____

Signature of Exhibitor _____ Date _____

Signature of Library Director _____ Date _____