

## **POLICY FOR ART EXHIBITIONS – Piermont Library District, updated February 2023**

The Piermont Library has a wonderful exhibition program. We have beautiful exhibition spaces centrally located in our library as well as the adjoining spacious Hudson River Room for receptions. Our library itself is located overlooking the majestic Hudson River in the historic village of Piermont replete with art galleries, shops, restaurants, and natural beauty.

Our art exhibitions are at the heart of our programming at Piermont Library. We have a rich variety of exhibitions that are very much enjoyed by the community. Although we do give preference to Piermont artists, our artists and patrons come from across the tri-state area.

In order to book an exhibition, an artist must submit at least three pieces of their art, framed, wired, and ready to show, along with any other supporting information they wish to include.

Exhibitions are booked for one calendar month.

Artists are responsible for hanging their own exhibitions. The library will provide molding and rods to be used in hanging. Artists have found it helpful to bring along another person to help hang their shows.

Artists are responsible for taking down their own exhibitions. Artists must be present to take down their exhibitions, but may bring help if they feel it is needed.

Exhibitions must be hung on an agreed upon date (usually as close to the 1<sup>st</sup> of the month as possible) and removed on an agreed upon date (usually as close to the last day of the month as possible). The library will not be responsible for storing artwork not picked up at the end of a show.

Any work purchased by patrons should be picked up by them the day before the artist takes down the show or taken home with the artist when they take down their show.

Work may only be hung in designated gallery spaces. No nails are permitted in walls.

All work must be properly prepared with wires in back for hanging to work with our hanging system.

Other than works on canvas, all work must be framed. Simple and unified frames with white, black, or neutral mattes often work best. Canvas works, if not framed, must have finished edges.

Artists must provide a paper price list for their shows. Numbered stickers may be put on the wall beside artwork to coordinate with the price list.

In general, the library asks that artists have the majority of pieces in an exhibition for sale as opposed to labeled NFS (not for sale). The library also asks that artists have a reception. Receptions encourage the public to come and enjoy the art and they increase the educational and community benefits of the exhibitions.

Receptions are usually the first Sunday of the month from 3:00 – 5:00 PM or the first Saturday of the month from 3:00 – 5:00 pm or 4:00 – 6:00 pm, unless this is a holiday weekend.

Artists will provide refreshments and all supplies for the reception and will clean up before leaving the library after the event. Guests must leave promptly when the reception is over. Artists may arrive a half hour before the reception to set up and should have everything cleaned up by a half hour after the reception.

Publicity material should be emailed by the first of the month prior to the exhibition (September 1<sup>st</sup> for an October exhibition). Artists should include a title for the show, date and time of reception, at least two or three sentences about the exhibition, and a few images. Artists may also include a longer write-up on the exhibition. This could include information about the subject matter, technique, artist's biography, artist's statement, etc. The longer version can be included where space allows.

The library will promote the exhibition on our website calendar, website home page, electronic and paper newsletters, Facebook, Instagram, and Twitter, as well as other local publicity venues. Artists are encouraged to promote their shows among their own contacts via email, text, social media, and/or paper invitations.

The library will make and print flyers for the exhibition which will be hung in the library. The artist may pick up additional copies of the flyer to display elsewhere.

The library retains the right to reject any work which it deems inappropriate to the library setting.

An exhibiting artist must understand that the library does not provide insurance to cover loss by theft or vandalism of any work of art on exhibit and agree that neither the library staff nor board shall be responsible for theft, vandalism, fire or other damages to the exhibit.

An exhibiting artist will agree to not bring any legal action against the library staff or board of trustees for any damages to the materials exhibited.

Patrons wishing to purchase a piece of art can pay by cash or check made out to the Piermont Public Library. The library will receive a donation from the artist of 15% of all sales. The library will write a check to the artist at the end of the show for all sales minus the 15% donation.

Thank you for your interest in having an exhibition at the Piermont Library.