

# **Seguin Public Library**

## **Rotating Art Exhibit Policy**

### **GENERAL INFORMATION**

The Seguin Public Library recognizes that art has the power to enhance the quality of life of a community. Art exhibitions can enrich the library experience by:

- Presenting a wide range of art, collections or displays;
- Supporting community culture and artistic activities;
- Enhancing and increasing community appreciation of the arts;
- Helping local and regional artists increase their public exposure.

### **PURPOSE**

The purpose of this policy is to define library practice with regard to rotating or temporary art exhibits/displays in the Seguin Public Library and ensure that this policy is in alignment with the City of Seguin Public Art Program.

### **POLICY**

As a public service, the Seguin Public Library may make limited space available to temporarily display artworks in accordance with local guidelines and space allowances.

In accordance with the Library Bill of Rights, the Seguin Public Library exhibit space is available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Exhibits of a pornographic, polemic or discriminatory nature will be refused.

Exhibits may not support the election or defeat of a political candidate, be of a partisan nature, or promote a specific religion in an exclusionary manner.

If elements of an exhibit are judged inappropriate by the Library Committee or Library Advisory Board, the artist or sponsoring organization will be required to remove those elements immediately.

- I. There is no charge for use of the exhibit space and no fees will be charged to view the library exhibits or displays. The library neither purchases displayed works nor profits from exhibiting them.
- II. Exhibition decisions are made by the Library Art Committee based on the quality and appropriateness of the art, the space available and the mission of the library. All decisions by the Library Art Committee regarding display, or refusal to display, art are final.

- III. The Art Committee consists of three members: a member of the Library Advisory Board, a member of the library staff and the Library Director, who will serve as the Art Coordinator. If further input is deemed necessary, the Art Committee may seek input from a community member with an interest or background in art.
  - A. Major considerations in the selection process are:
    - 1. Importance and/or relevance to the community (priority given to, but not limited to, local artists – artists who live or work in Seguin, Guadalupe County or the five surrounding counties)
    - 2. Variety of media and styles
    - 3. Aesthetic and technical quality
    - 4. Condition, size, weight or fragility of artwork proposed
    - 5. Appropriateness for viewing in a public setting
    - 6. Availability of exhibit space for the artwork
  - B. The Art Committee will determine the best location in the library for the artwork submitted for exhibit.
- IV. All artwork must be original by the submitting artist. The library welcomes local and regional artists of all ages whether they are amateur or professional. Work from all media and styles will be considered as long as the exhibit does not interfere with library operations.
- V. Artists interested in exhibiting their work must complete a “Rotating Art Exhibition Application” within the timeframe established by the library. Items to be submitted are:
  - A. Completed and signed “Rotating Art Exhibition Application”
  - B. A photograph of each piece of artwork offered for exhibition
  - C. A short artist biography. A photograph may be submitted but is not required
- VI. Submitting an application does not guarantee that the exhibit or display will be accepted.
- VII. Exhibits are generally scheduled for January, April, July and October. Specific dates for upcoming exhibits and deadlines are announced in the Library Calendar of Events and on the library website.
  - A. Exhibits are generally displayed for periods up to 90 days. Works selected for display will normally remain at the library for the scheduled period; however, the Art Committee may grant an exception if an artist wishes to remove a piece prior to the scheduled period.

- B. If there is a lack of Exhibition Applications, the Art Committee reserves the right to select all Exhibit Applications which may provide the opportunity for a single artist's work to be displayed.
  - C. If there is a lack of Exhibition Applications, the Art Coordinator reserves the right to extend the display period for the artwork currently on exhibit.
- VIII. Each exhibitor agrees and understands that all items placed in the library are done so at the owner's risk. The Seguin Public Library, trustees, directors, employees, volunteers, invitees, and agents assume no responsibility for the preservation, protection, damage or theft of any item exhibited or displayed. By agreeing to display Artist waives all rights under the Visual Artists Rights Act or any other law protecting the integrity of art works.
- IX. Insurance covering the value of the exhibited art will be the responsibility of the displaying artist. Prior to installing an exhibit, the artist will be required to sign a "Rotating Art Exhibition Release of Liability Form."
- X. Selection to exhibit or display artwork at the library does not constitute an endorsement of the work. The library reserves the right to remove any piece at any time at its discretion.
- XI. By submission of artwork, artists grant the library the right to use their images for the purpose of promoting exhibitions, promoting the artist and subsequent display on the library's website and may also be placed on social networks.
- XII. In the event of a complaint by any patron or community member, such complaint will be handled under the Library Complaint Policy.
- XIII. The library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which any one individual, artist, or organization may place a display in the library.

#### **EXHIBITING GUIDELINES**

- I. The artists selected to exhibit are required to deliver and pick up their materials according to the dates established in advance by the Art Committee. A penalty of a \$1.00 per item per day will be assessed for materials not picked up by the pre-approved designated time.
  - A. Transporting, unloading, hanging and/or setting up exhibits, as well as dismantling of same, are the responsibility of the exhibitor.
  - B. If the artist requires assistance in installing and dismantling the exhibit, it is his/her responsibility to bring someone to assist him/her.
  - C. The library does not have space, nor will it accept responsibility, for storage of the exhibitor's property in the library building.

- II. All artwork must be displayed in an attractive manner and in keeping with library aesthetic.
- III. Art that needs to be hung will be exhibited only on the art rail on the 2<sup>nd</sup> floor gallery wall.
  - A. Section 1: 6' (h) x 11' (w) (height is based on the drop from top of art rail)
  - B. Section 2: 10' 5" (h) x 16' (w)
  - C. 15 adjustable cables with hooks running the full width of the wall
- IV. All artwork being displayed on the art rail must be framed, matted or have a support structure, and be ready to hang. Corner pads should be used on the back of art works to protect the walls from marks or other damage.
- V. Artwork should be in stable condition and should not require extraordinary procedures or equipment for maintenance or display.
- VI. No tape or other adhesives will be allowed to be affixed on the walls, moldings or furnishings. Similarly, the use of nails, tacks or staples will not be permitted.
- VII. Exhibitors are responsible for bringing all necessary supplies and for removing all packing materials once the exhibit is hung. However, the library will provide the use of ladders and hooks necessary for the hanging art rail.
- VIII. Responsibility for any damage to library property caused by the installation, display or dismantling and removal of an exhibit will rest with the artist or the organization sponsoring the artist's exhibit.
- IX. While the Seguin Public Library will provide reasonable security for exhibits, security cannot be guaranteed and insurance cannot be provided to the artist by the library or City.
- X. An inventory of artwork contained in the display must be submitted to the Library Director or Assistant Director when the exhibit is set up, and should be checked again upon dismantling of the exhibit.
- XI. Exhibitors may not sell their work at the library. If materials are for sale, the exhibitor may leave a price list, business cards, and/or brochure describing their exhibit for people who express an interest in the art. All artwork should be tagged on the back or bottom with the title of the work.
- XII. Under no circumstances may any pricing be posted. The library does not and will not enter into sales negotiations or transactions or take a percentage of any sales that may result from the exhibit.

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