

## ART DISPLAY POLICY

The Fern Ridge Library offers gallery space in the Conference Room for the exhibition of two-dimensional artwork. All exhibits are free and open to the public.

The Library encourages exhibitions of painting, photography, and other media that can be displayed on a wall for civic, cultural, educational and recreational purposes. Exhibit space is made available on an equitable basis to individuals or groups with respect to artwork that best meet the standards for acceptance. Local and regional residents and organizations are invited to apply. Preference is given to applicants from the Fern Ridge Library District.

Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibitors if the Director determines that the display space is needed for Library purposes.

The Library Director, as designee of the Library Board, has authority for approving the use of the exhibits space. Application for use can be made by contacting the Library Director or designee. If an exhibit is selected for display, determination of exhibition dates will be discussed and agreed upon by the artist and the library representative. An artist's reception may also be scheduled at this time.

Exhibits should reflect the library's role as an educational and cultural institution presenting a balanced program of exhibits in all suitable media. Selection criteria for art exhibits follow the standards set in the library's Materials Selection Policy.

### General Rules for Acceptance:

- *Application.* Applications for exhibit space is made to the Library Director or designee.
- *Fragile.* Work that is deemed too fragile or unsafe for display will not be accepted.
- *Dimensions.* One criterion for determining the acceptability of art will be its space requirements of size.
  - Suggested minimum size is 16"x20" though exceptions may be made.
  - Suggested maximum weight is 15 lbs.
- *Framed.* All pieces must be appropriately and securely framed and mounted for display.
- *Information.* Each of the works of art need to be accompanied by an information tag with title, artist, price (if for sale) and medium (if necessary). Works that are not available for purchase must be clearly marked Not For Sale "NFS".
- *Inventory.* Please provide an inventory list of all items to be shown in the library to be kept on file.
- *Prohibition.* The library is prohibited from displaying pornographic or obscene materials pursuant to ORS 167.080 & 167.087.

- *Acceptability.* Acceptability of an exhibit is at the discretion of the Library Director whose decisions may be appealed to the Library Board. In exercising such discretion, consideration will include, artistic merit, degree of general public interest in the subject matter and medium/media of an exhibit, importance of the exhibit and a record for reflection of the times or of the community and degree to which the exhibit will be responsible to and consistent with the library's mission.
- *Waiver.* The artist is required to sign an Agreement and Waiver of Loss Form (please see attached).
- *Scheduling.* All arrangements for scheduling the installation, exhibition or removal of the show are at the discretion of the library.
- *Sales.* The artist may choose to price their art and make it available for sale
  - The artist must make all arrangements for sales; contact information should be included in the artist's biography and statement. The library staff will not be assisting in sales.
  - Works must remain on exhibit throughout the designated period.
- *Insurance:* The Library is not responsible for the theft or damage to items on exhibit, nor does it provide insurance to protect them. Insurance is the sole responsibility of the exhibitor. Exhibitors must sign the Art Exhibit Contract and Waiver of Loss Form.
- *Arrangement:* The Library reserves the right to determine how all exhibits are arranged.
- *Publicity:* Any publicity, signage or written material provided by the artist to accompany an exhibit must be approved by the Library Director or designee.
- *Reconsideration.* The library recognizes that contents of an exhibit may offend some Library users. In such event, the Library Director will work with the artist/owner to resolve the matter.