

## **DOBBS FERRY PUBLIC LIBRARY GALLERY**

### **MISSION STATEMENT**

The Dobbs Ferry Public Library offers exhibit space for local artists to display their original works of art. Works chosen for the gallery present a wide variety of art that is appropriate for a public space used by all ages. These exhibits serve to enhance the overall patron experience. The gallery is open during the library's regular hours. Admission to the gallery is free and the public is welcome to all events.

*The gallery is run by the Friends of the Library. Applications will be received by library staff and forwarded to Friends selection committee. Exhibits are scheduled and arranged by the curator.*

### **GALLERY PROCEDURE FOR ART EXHIBITS**

All work must be ready to hang. Other than canvas, all work must be framed (not clipped between two pieces of glass. Canvas works, if not framed, must be finished on edges.

Group shows: accept two items per person and curator will try to hang both. Curator's decision will take precedence over what is hung and where.

Descriptive signs and biographical information should be provided by the artist. The Library's hanging system allows for some flexibility in height and location of paintings. No additional hooks, nails, or other fasteners. will be attached to walls of Library, except for use of tape to secure the descriptive signs, labels and biographical info provided by the artist.

The Library reserves the right to final approval of the appearance and design of all such materials.

For each work, the artist is to provide a display card or title label indicating the name of the work, artist's name, and medium. *Prices will not be displayed on individual works*, but will be available as part of the promotional materials; the list, including price and the artist's telephone number, will be kept at the Circulation Desk and will be provided to visitors upon request. **No** items listed for sale may be removed during the exhibit.

Exhibits are generally 6 to 8 eight weeks in length. All exhibits must be located within the gallery; any exhibits to be held elsewhere in the building will require special permission from the Library Board.

There will be no fee for the exhibitor. In return for the opportunity to exhibit at the Library, the Friends require a commission of 20 percent of any artwork sold (checks should be made payable to the Friends). All sales are the responsibility of the artist.

Any proposed copy for a press release or any other publicity, and photographs, must be submitted to the library for approval at least three weeks in advance of the opening date of the exhibition. Dissemination of all approved publicity, including invitations to any reception, is the responsibility of the artist. Call the Library Director at 693-6614, for more information.

Gallery opening: Artists are welcome to have a reception, during regular library hours. Receptions are to be open to the public, as well as invited guests. Date and time must be approved, in advance, by the Library Director. Artist or group leader should send personal invitations to opening. We recommend postcard type or email. Artist or group leader will provide refreshments and paper goods for opening. A **\$100.00** refundable security deposit required for opening reception ,no less than one week in advance of the scheduled event, or it will be canceled.

Transportation of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor must be present for the installation and dismantling of an exhibit. The date and time should be established at least five business days prior to the opening of the exhibition.

Installation will be handled by the exhibit coordinator. Artists may install themselves, if arrangements are made in advance. Works are to be picked up by the artist within 48 hours of the conclusion of the exhibit (preferably on the actual date of closing since secure storage space is very limited). Change of date or other problems contact curator or Library Director at 693-6614.

Exhibits in the meeting room shall be available to the general public only when no other meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any exhibit while a meeting is in session.

Granting permission to use library facilities does not constitute an endorsement by the library staff, library trustees or the Friends of the Library.

Exhibitions may be cancelled or removed if they do not conform to this policy statement.

INSURANCE WAIVER: The Friends and the Library assumes no liability for items installed, displayed or exhibited. The library does not insure exhibits. The Library has security cameras installed in the gallery, but will provide no special security personnel. The risk of loss, theft or damage will be held by the exhibitor. Artist must establish value of works *and take out insurance, if deemed necessary.*

**I, (signature)\_\_\_\_\_ agree that the Dobbs Ferry Public Library is not responsible for damage or theft.**

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

E-mail address \_\_\_\_\_

TITLE OR SUBJECT MATTER OF EXHIBIT \_\_\_\_\_

GALLERY AREA(S) YOU WISH TO RESERVE:

COMMUNITY ROOM\_\_\_\_ PLOTKIN GALLERY\_\_\_\_ OTHER\_\_\_\_

DATE OF HANGING \_\_\_\_\_

DATE OF OPENING \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_

DATE OF REMOVAL \_\_\_\_\_

**\$100.00 Security deposit for opening reception required:** Check #: \_\_\_\_\_

Date Received \_\_\_\_\_ Date Refunded \_\_\_\_\_

**This completed form must be submitted and approved by the Library Director, three weeks prior to hanging of exhibit (copy will be given to artist).**

*Thank you for your interest in displaying your works of art at the Dobbs Ferry Public Library*

Staff member: \_\_\_\_\_

Date: \_\_\_\_\_