

FREEPORT MEMORIAL LIBRARY

SECTION 1

ART EXHIBITS

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FREEPORT MEMORIAL LIBRARY
ART ADVISORY COMMITTEE

Committee Charge – The objective of the Art Advisory Committee is to review the work of artists and to make recommendations to the Library Director for use of the lobby display. Since the space has the potential to be used for many different displays, not only art, the Committee will also have advisory responsibility in these areas.

Membership – The committee will consist of five members as follows:

- Library Director or representative
- Arts Council Executive Director or representative
- 3 Freeport residents, each of whom shall be either an artist or a patron of the arts. These members will be chosen by agreement of the Library Director and Executive Director of the Arts Council. The terms of office of the 3 residents shall be one each year to serve five years.

Meetings – Meetings will be held at least once a year to review slides. The Committee's recommendations will form an important part of the Library's decision regarding the artist's ability to display at the Library. A recommendation will be made for exhibits for the next 12 month period.

Selection Criteria – The committee operates within the framework of the Exhibit and Display Policy (July 1986) and the Library Art Exhibit Guidelines (June 1989).

Adopted by the Board of Trustees on April 15, 1992.

FREEPORT MEMORIAL LIBRARY

W. Merrick Rd. & S. Ocean Ave.
Freeport, NY 11520
Tel. (516) 379-3274

EXHIBIT AND DISPLAY POLICY JULY, 1986

1. The use by individuals or organizations of the Library's facilities for displays and/or exhibits is not a right but a privilege which is subject to review by the Board of Trustees.
2. All exhibitors are required to complete, in advance, an exhibit application form. The application shall be submitted at least two months in advance of the exhibit date, and shall be subject to the approval of the Library Director.
3. All works included in any exhibit must be approved by the Library Director. Only works which have been so approved may be included in the exhibit. In the case of a juried art show, all works submitted must be approved by the Library Director prior to being included in the judging. Only works which have been so approved may be included in the judging and the subsequent exhibit.
4. The installation of art work must be done by the exhibitor, subject to the approval of the Director, at the designated time and area within the Library. Transportation of works must also be arranged by the artist or exhibitor.
5. In the case of juried art show, provisions will be made by the sponsor to receive works, return rejected works prior to the show, and return accepted works at the end of the show. The sponsor will be responsible to provide staff for all times agreed to and will remove all unclaimed works from the Library premises not claimed by the expiration of agreed upon time periods.
6. All exhibits must be delivered to the Library by exhibitor at time and date specified.
7. All exhibits will be displayed for a specified period of time (usually from the first day to the last of any month) and shall be removed promptly at the expiration date.
8. All art works (i.e. paintings, prints, posters, etc.) must be properly wired and framed by exhibitor. Supplies needed for wall or showcase exhibits (stands, identifying cards or other props) must be provided by exhibitor. Legible, typed lists, with prices (if any), corresponding to numbered items on exhibit, must be provided by exhibitor when exhibit is installed.
9. The Library will not act as intermediary in sale of art work, but will provide lists of names and addresses of the artists upon request.
10. The Library reserves the right to cancel any exhibit or display without prior notice.
11. A reception to mark installation of any exhibit will be considered, providing space and time requirements of Library and exhibitor are mutually agreeable. Scheduled Library events or

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programs have priority. Application for use of Library meeting room must be completed. Refreshments (non-alcoholic only) are provided by the exhibitor.

12. The exhibitor assumes all risk of loss of his material by fire, theft or otherwise.
13. Publicity and press releases shall be prepared by the exhibitor and submitted to the Library Director for approval prior to being sent out to the media.
14. Fire regulations shall be observed at all times.
15. Any or all exhibit procedures shall be subject to change without notice by the Board of Library Trustees.

FREEPORT MEMORIAL LIBRARY ART EXHIBIT GUIDELINES

- I. General Criteria – For all artwork.
 - a. neat, professional presentation
 - b. craftsman-like approach, showing training and skill
 - c. coherent body of work (thematically or stylistically unified)
 - d. artistic merit (subjective)

- II. Possible exhibits in a 12-18 month period:
 - 2 months – Schools, elementary & secondary
 - 2 months – Arts Council Juried Shows
 - 2 months – History and Ethnic/Culture
 - 2 months – Photographs
 - 2 months – Crafts/Prints
 - 2 months – Community awareness & education
 - 1 month – Sculpture
 - 3 months – Other (Museum type, posters, groups)

- III. Media Criteria
Media will include: Photographs, Paintings and Drawings, Prints, Sculpture, Crafts.
 - a. PHOTOGRAPHS: Print quality (focus, control of tones & colors, freedom from dust, scratches, spotting). Properly mounted. Interesting & appropriate subject matter.
 - b. PAINTINGS & DRAWINGS: Good condition (no cracks, peeling, stains, smudges). Evidence of control of media. Good quality of line, color, design. If representational, good drawing with proper perspective, good proportion.
 - c. PRINTS: (lithography, silkscreen, etching, block prints) Same as for painting & drawing, plus skillful use of media. Material must be permanent to withstand exhibition: [i.e.] no fugitive colors, good quality, non-yellowing paper.
 - d. SCULPTURE: Artist would have to provide cases and/or pedestals (possibly even if after FML has cases). Work has to be sturdy enough for public exhibit. (Without locked cases, work has to be very heavy or locked /bolted to pedestals). Work has to be able to withstand touching (e.g. nothing sharp). Design, interest, etc. also apply.
 - e. CRAFTS: All mentioned in SCULPTURE, and must conform to standards for that craft. (e.g. Woodworking would have to show good joinery, proper finishing, good design, thoughtful use of wood.)

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APPLICATION FOR EXHIBIT SPACE

NAME _____

ADDRESS _____

TELEPHONE NO. _____

Do you carry insurance for your exhibits? Yes _____ No _____

If yes, name of insurance company _____

Policy Number _____ Amount \$ _____

If no, estimated value of exhibit to be on display \$ _____

Brief description of exhibit:

Number of pieces _____ Size of Exhibit _____

When you complete this application, please submit a CD-Rom with ten (10) images, or ten (10) 8x10 photographs of your work. Identify the CD-Rom or photos (which will be returned to you) with your name, medium, size and date of work. Send them with this form to Michelle Samuel, Freeport Memorial Library.

Artist Information:

ART MEDIUM: _____

OCCUPATION: _____

Indicate places and dates for the following:

DEGREES OR STUDY: _____

SHOWS: (solo or group) _____

AWARDS OR HONORS: _____

OTHER BIOGRAPHICAL INFORMATION: _____

I have read and fully understand and accept all practices regarding the use of exhibit space in the Library.

(Signature)

FREEPORT MEMORIAL LIBRARY
EXHIBITOR'S AGREEMENT AND RELEASE

Date

In consideration for permitting my property to be exhibited at the Freeport Memorial Library, I hereby agree that the Library shall not be liable for any theft, damage or injury to any of my property so exhibited unless such theft, damage or injury occurs as a result of the gross negligence or willful misconduct of the Library; provided, however, if such theft, damage or injury results from my own negligence or willful misconduct then the Library will not be liable for same in any event.

I represent that the exhibition of my property in the Library is not prohibited or restricted in any way, that I am the sole title owner of said property and that I will not transfer title to any of said property until after its removal from the Library. I agree to indemnify and hold the Library harmless with respect to any damages or expenses (including reasonable attorneys fees) resulting from any claim or action brought against the Library and challenging my ownership of said property and/or my right to exhibit same in the Library.

I have listed each item of my property to be exhibited and its estimated value on the reverse side of this release, and I have initialed same. I understand the values listed are not binding for insurance purposes. I understand the Library reserves the right to select those items listed which they will exhibit and those which they will not exhibit. The Library also has the right to remove any item from the exhibition and return same to me

(SIGNATURE)

(ADDRESS)

(PRINT NAME)

FREEPORT MEMORIAL LIBRARY

(TELEPHONE NUMBER)

BY: _____
(NAME)

(TITLE)

I hereby acknowledge that I have withdrawn my exhibit, as listed on the back of this form, from the premises of the Freeport Memorial Library and declare that no damage to my property has been sustained.

(SIGNATURE)

(DATE)