

NEW ROCHELLE PUBLIC LIBRARY GUIDELINES FOR ART EXHIBITS

1. No one will be permitted to exhibit in the Library's Main Gallery without prior approval by the library Art Review Committee.
2. All artists shall be responsible for hanging their own shows. The library will provide an art cart, if needed, plus hanging materials (molding hooks and fish line) and general assistance. Any special requirements by the artist must be arranged well in advance of the exhibit.
3. All work should be matted in white or off-white. Overly ornate frames are discouraged because they detract from the work.
4. The Library will not assume responsibility for any special security or liability.
5. All exhibitors must observe parking restrictions. The Library cannot provide free parking or assume responsibility for anyone who is parked illegally.
6. Artists are expected to work within the confines of the exhibit area as it is set up. Special set-ups may occasionally be provided for special events, following advance arrangements and approval by the Library.
7. The Lumen Winter Gallery of the New Rochelle Public Library is located in the lobby of the building which also serves as a public thoroughfare, unrestricted in visibility or access to anyone entering the building. Any artwork may be excluded from exhibit at the discretion of the Library Director, or his designee. This principle also applies to specific location or prominence given to any work in an exhibit.
8. Lighting for exhibits will be adjusted by Library personnel only. Anyone making unauthorized use of any Library equipment is liable for damages.
9. Artists may use the Library's Gallery facilities for a reception after Library hours only. The Library will waive the fee for the use of the building and will pay custodial costs for a maximum of two hours. All other costs of the reception will be incurred by the artist.
10. The Library will provide invitations on a limited basis for the exhibit and/or reception at the artist's request. If an artist wishes to prepare his/her own invitations, 70 of them should be made available to the Library for its own mailing list. These invitations should be no larger than 4" x 6". If larger, envelopes must be provided for mailing.
11. A guest book will be provided by the Library for each exhibit. The artist may keep the original lists, with a copy of all comments made for the Library.
12. Library personnel are not responsible for the selling of artwork. Artists are asked to provide the Community Relations Office with a price list for reference and a phone number for prospective buyers to call. The Library will obtain a special Main Gallery show insurance rider for all artwork as valued by the artist. Costs for this insurance rider will be underwritten by the Library. A 10% donation from all sales is requested by the Library.

Adopted by the Board of Trustees February 2011.