

## **BRONXVILLE PUBLIC LIBRARY**

### **ART EXHIBITION POLICY**

Two art exhibition galleries are available by advance reservation for qualified artwork. Each gallery features light beige fabric-covered tackable surfaces above white wainscoting or chair rails. Each doubles as a community meeting or reception room thus offering added exposure for art exhibitions.

#### **EXHIBITION SPACE**

##### Yeager Community Room Gallery

Suitable for larger format works, including oil paintings. It offers approximately 100 linear feet of wall surface. The maximum vertical clearance of the art exhibition surfaces is 67", except for about 20 linear feet where the clearance is approximately 60". Wall washer and overhead incandescent fixtures illuminate this windowless space. Please be advised that during movie showings, displayed artwork will not be available for viewing.

##### The Little Gallery

Approximately 26 linear feet of wall space in five sections ranging from 2'4" to 7'5". Maximum vertical clearance is 58". This windowless space in the center of the Library's lower level is lit by incandescent overhead lighting and wall washers.

#### **ART EXHIBIT REGULATIONS, APPLICATIONS & FEES**

The fees for exhibition spaces are as follows:

Yeager Room: \$225/month

Little Gallery: \$150/month

Art exhibits will be approved at the discretion of the Library Director in consultation with the Library Board of Trustees, as necessary. Three or four representative samples of the work must be submitted (slides, photographs, color copies or prints of actual works) for review before an art exhibition application can be approved and a date confirmed. Items of high value or extreme delicacy are generally not selected.

Advance reservations are required and must be made with the Library's Staff Assistant. Telephone reservations (914-337-7680 x31) must be confirmed in writing.

Application forms are available on the Library website, [www.bronxvillelibrary.org](http://www.bronxvillelibrary.org) and at the Library during regular business hours. Applications may be delivered via regular mail: Library Staff Assistant, 201 Pondfield Road, Bronxville, NY 10708; via fax: 914-337-0332 or via email sent to the Library Administrative Assistant. In all cases, applications must be accompanied by a check payable to the "Bronxville Public Library" for all applicable fees and deposits sent to the Library at its mailing address.

Gallery spaces may be reserved for no more than a calendar month, on a first-come, first-served basis no more frequently than twice in a calendar year. Gallery spaces are usually reserved months in advance, but the Library will not book exhibitions more than 12 months in advance.

A reception associated with an art exhibition may be arranged via a Room Use Application available from the Staff Assistant.

Price lists are permitted. The artist or exhibitor (the "Artist") is responsible for conducting the sale of any work directly with the purchaser. Library staff members are not permitted to assist in such transactions. Any work that is sold must remain on display throughout the length of the exhibit.

If an exhibit is on display at the time a program or event is in progress, the program will take precedence over the exhibit, thus visitors to the exhibit may not be able to view the exhibit at all times or in its entirety.

**Art Exhibition Installation & Liability:**

Art exhibitions may be hung on the first day of the month that the Library is open and must be removed by the last day of the month [that the Library is open]. Exhibited work is expected to remain in place throughout the month.

Transporting, hanging and removing artwork is the sole responsibility of the Artist, who should make every effort to arrange the work attractively. Installation equipment, hammer and step stool are available through the Library's Staff Assistant, with whom advance arrangements should be made. Work weighing 15 pounds or more can be accepted only for exhibition in the Yeager Community Room and must be hung from the picture rail, using metal picture rods available at the Library. All other works hung in any gallery must be hung with "hook" nails and hooks or push pins, both of which are available at the Library. Exhibition of objects may be possible by special arrangement; display materials are Artist's responsibility. No tape or adhesive labels may be applied to any surface.

All work must be neatly and attractively framed or matted, numbered and titled. A list of numbered and titled works may be located in the gallery, along with the Artist's name, address and phone number, and guest book (with attached pen) for viewers' comments and signatures.

**Liability:**

Artist is responsible for any and all damage or injury to the Library and Library property, including damage to the walls incurred during installation or removal of an exhibition. The Artist is encouraged to insure any works to be exhibited; the Library accepts no responsibility for, and does not insure, art exhibited by others in the community exhibition galleries. The Library is not responsible for monitoring or providing security during exhibitions.

**Cancellation:**

There shall be no refund of reservation fees unless the Library is given at least 72 hours' written notice of cancellation by the Artist.

**Publicity:**

Publicity for all events, meetings and exhibitions is Artist's sole responsibility. However, when possible, the Library will include notices of upcoming art exhibitions on the Library website and on the Library's notice board located in the front vestibule. The Artist may supply fliers or postcards for Library's approval and use.

**Photography:**

Photographs of the Library or of events at the Library shall not be taken or published without the review and permission of the Director and/or the Chair of the Trustee Publicity Committee, except as provided

by the New York State Open Meetings Law (Public Officers Law, Article 7; see [www.dos.ny.gov/coog](http://www.dos.ny.gov/coog) for more information).

**Miscellaneous:**

This policy is subject to periodic review and revision by the Library Board of Trustees (the “Board”). In appropriate circumstances, exceptions to this policy may be authorized in advance by the Board.

The Board reserves the right to change its fees without notice.

The Board reserves the right to reject any application without explanation.