

Art Exhibit Policy

The Chillicothe and Ross County Public Library welcomes artists of all disciplines to display their works. Exhibits will not be excluded because of the race or nationality or the social, political, or religious views of the artist.

GOALS OF ART EXHIBITS:

- to support the community's cultural and artistic activities;
- to nourish educational, intellectual, aesthetic and creative growth with a wide range of art, collections, and displays;
- to encourage individuals who may be contributing to the increase of knowledge or extension of the arts;
- to reach non-traditional library patrons.

CONDITIONS OF EXHIBITION:

- The Library Board encourages fair utilization of the display areas by the largest number of artists and crafts persons in the community.
- All exhibits shall be set-up and removed on the dates determined by the library. The representative of the library shall supervise the set-up and removal of all exhibits. Any items left at a library after the removal date are subject to disposal at the discretion of the Library Director.
- All exhibits must conform to the space restrictions of the display areas. Exhibits to be hung on the walls or display panels shall be done so securely and under the guidelines of the library.
- Prior to displaying, all exhibitors must sign a form that releases the library from any responsibility for loss or damage to an exhibit displayed at a library.
- Exhibitors must provide their own printed or typed identifying labels subject to approval by the library administration.
- No prices should be affixed to items. A list of prices for patrons may be obtained at the library front desk. No exhibited items can be sold through the library or library staff.
- Exhibitors may leave business cards and/or brochures containing contact information and an artist's statement in an area designated by the library.
- 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.
- Library use of display areas takes precedence over any other use. The library reserves the right without notice to cancel the use of the display areas by outside exhibitors if the Library Director or Library Board of Trustees determines that the display space is needed for library purposes.
- The Library Board of Trustees reserves the right to amend these regulations at any time. The Library Director may deny or cancel any application for reservation of art display space and may waive any display policy. The denial of application to show within the library will be acted upon if exhibit material is not within the boundaries of the mission of the library. Challenges to an exhibit can be addressed through a Request for Reconsideration of Exhibit form and the form given to the Branch Manager and forwarded on to the director or Board of Trustees.

TYPES OF ART:

Portable—works of a scale appropriate for rotation through public spaces belonging to the library system. The placement of portable works may not be stipulated as a condition of a gift or loan.

Non-portable—works of a scale larger than would be appropriate for the portable collection and would require a semi-permanent or alternative site.

Commissioned—site specific works of art which are commissioned by the library.

AREAS AVAILABLE FOR EXHIBITS:

The library system has varying abilities to provide areas for display. The configuration of library display areas are changed from time to time. Exhibit space may be shifted without notice by the Library Director or Branch Manager.

EXHIBIT DURATION AND FREQUENCY FOR PORTABLE COLLECTIONS:

Artwork and exhibits that are not owned by the library may be exhibited for up to three months, but for no less than one week. An artist can exhibit in a specific building only once in a two-year period. Artist groups may exhibit once a year if space is available. The library reserves the right, however, to arrange for any artist to display at any time—even if the artist has displayed once in the current two-year time period—and for any duration.

REVIEW PROCESS FOR PORTABLE DISPLAYS:

Exhibitor should meet with the designated Exhibit Coordinator and bring examples of work or a disc of work to be exhibited for review. Exhibitor will receive written information about the display procedure at the library. If the artist has identified a specific site different than previously designated for the placement of art, an explanation and information about the site and the work of art in relation to the site should also be included in these materials. For non-portable and permanent or long-term loans, the Director will make the final decision.

1. Review: the library or its designated representative(s) will review the request and a facsimile of the work(s) and may ask to see the actual art if it wishes. If the work of art is accepted, a recommendation should be made as to the provisions for future maintenance needs.
2. Installation readiness: in order to be displayed in the library, works of art should be properly prepared for installation. Two-dimensional works should be framed and three-dimensional works must have a pedestal or appropriate hanging apparatus or be appropriately designed to sit directly on the floor without posing a safety hazard.

Provisions for installation and future maintenance of gifts and permanent work(s): the library will evaluate the cost of the installation and future maintenance needed before the acceptance of the work(s). The artist will provide the library with detailed maintenance instructions for the art.

Permanent gifts and donations must be accepted by resolution of the Library Board of Trustees.

SELECTION CRITERIA FOR NON-PORTABLE AND COMMISSIONED WORKS:

Artistic Excellence—accepted works of art shall be of exceptional quality and enduring value as judged according to the review process detailed below.

Appropriateness to Site—relationship of the artwork to the site shall be considered in respect to the social, cultural, historical and physical context of the site, either existing or planned.

Selection Process—in some cases, it may be necessary to select an artist(s) who may then submit a proposal for artwork.

COMMISSIONED WORKS OF ART:

It is preferable for commissioned works to go through a two-phase process: a selection of artists who are capable of carrying out the commission; and, selection of a design.

1. Selection of artist(s): an artist is considered to be a practitioner in the visual arts, generally recognized by critics and peers as a professional of serious intent and of recognized ability who produces works of art. Any of the following methods of selecting an artist(s) are possible, although they are not exclusive:

- **Open competition:** a request for proposal is widely distributed inviting artists to submit resumes, slides and a short proposal. A jury of art professionals and educators, and at least one Library Board member, will select finalists. When the selection is narrowed to a few finalists, it is desirable to ask the artists to produce models or working drawings specifically address suggested materials, construction of the artwork and placement at the site. A final decision is made after review of the models and drawings, which specifically address suggested material, construction of the artwork and placement at the site.
- **Invitation:** one or more artists are invited to submit slides and/or proposals. If finalists are chosen, it is desirable to ask them to produce models or working drawings, which specifically address suggested material, construction of the artwork and placement at the site.
- **Direct Purchase:** a completed work of art is selected for the site.

2. Selection of a design: designs submitted by selected artists will be reviewed in accordance with the review process detailed above.

Display and Exhibit Release

As an educational and cultural institution, the library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk. The exhibitor must sign the release form and hand in a listing of all items to be shown, before any item can be placed in the library.

I, the undersigned, am the owner of, and hereby lend the following work of art or other material to the Chillicothe and Ross County Public Library system for exhibit purposes only. In consideration of the privilege of exhibiting this artifact in a library, I hereby release said library from responsibility for loss, damage, or destruction while it is in the possession of the library.

Location of display (including building):

Duration: _____

Description of display item or attach list:

Title: _____

Size: _____ Media: _____

Replacement value: \$ _____ (Exhibitor should have item insured for this value—the library's insurance will not cover loss, damage, or destruction of the item.)

Signature: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

FOR LIBRARY USE—application reviewed by: _____

Accepted

Rejected for (attach letter if necessary): _____