

## IV. Exhibition Procedures Continued

The Exhibit Coordinator must be notified of all cancellations as early as possible. While the Committee will do its utmost not to interfere with scheduled exhibits, the Committee reserves the right to cancel any exhibit for a Library sponsored exhibit. Every effort will be made to give as much advance notice as possible, and the cancelled exhibit will be rescheduled.

## V. Liability

The exhibitor must complete and submit the Exhibitor release/consignment Agreement Form which unconditionally releases the The Rotary Club of Slave Lake Public Library, its employees and Trustees, from any liability in connection with the exhibit. The Library does not accept liability for damages, losses or theft to the materials exhibited. The exhibit space must be left in satisfactory condition.

Exhibitors using the space assume liability for damages to Library property resulting from said usage, as assessed by the Library. The Library will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

## VI. Sales and Commissions

Works of art may be offered for sale, with prices established by the artist. The Library will not serve as sales agent, but will provide interested persons with a list of prices and contact information. The artist is responsible for conducting the sale of any work directly with the purchaser. Works that are not available for purchase must be designated "NFS" (Not for Sale). Works sold must remain on exhibit throughout the designated period.

## II. Selection Process

The exhibition facilities are offered by invitation of the Exhibit Committee. The Exhibit Committee consists of a minimum of three staff members, the Library Manager, the Assistant Librarian, and another selected staff person.

Exhibit space is available to groups and individuals on an equitable basis. The Committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the Committee is particularly mindful that the display area is used by all segments of the community and all age groups. It is not the intent that the exhibit space be used for advertising for commercial enterprises or political candidates. The views in the works exhibited are those of the artists and are not necessarily those of the Exhibit Committee or the Library. The Library Manager reserves final approval over any recommendation of the Exhibit Committee.

Work to be exhibited will be scheduled by the Committee. Applications will be processed on a first come/first served basis, with scheduling priority given to local exhibitors and exhibitors who have not previously presented an exhibit.



## II. Selection Process continued

Applications shall be completed in detail on the Art Exhibit Application form provided and signed by the individual submitting the application or by an officer of the organization, if it is a group's application. It is the responsibility of the signatory to be aware of exhibit policies and to communicate these policies to those individuals participating in the exhibit. Along with the application form, artists should submit photographic representation of their work. Color transparencies/slides are preferred, but photographs will be accepted. Artists should submit no less than five and no more than 10 images in clear protective sleeves. After initial review, the Committee may request that the artist submit actual samples. The Committee will determine the date and duration of an exhibit, but will attempt to accommodate an artist, once selected. The length of exhibition will be a minimum of one (1) week and up to a maximum of six (6) months. The committee reserves the right to select individual works or may provide an opportunity for a one person show.

The committee seeks to present a variety of diverse exhibitions by local artists in the visual and literary arts and to promote awareness of local artists. Works of art may be offered for sale, but this is not a requirement and will not affect decisions by the committee.

## IV. Exhibition Procedures

Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact the Exhibit Coordinator to arrange possible exhibit dates. All art must be suitably framed, with hanging apparatus (screw eyes and wire).

All frames and mounting arrangements must be securely constructed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. Framed artwork must be installed on the Library's picture rail.

The exhibit area is open to the public only during the regular open hours of the Library. Interested artists may arrange for a reception to be held at the library, at their own expense, provided appropriate space is available and the event is open to the public. Participating artists are encouraged to promote their exhibit through invitations and announcements. 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 exhibit information available to the public. All other promotional materials must be approved by the Exhibit Coordinator.

At least two weeks prior to installation, artists are responsible for submitting a completed "Exhibitor Release/Consignment Agreement Form" listing all works that are to be shown, together with the selling price (or, "NFS", if not for sale) dimensions, and medium. The listing must include the artist's name, telephone number and instructions for contacting the artist are to arrange for the purchase of any artwork. Artists are also requested to include a brief biography and artist's statement.

The exhibitor is responsible for the installation and dismantling of the exhibit as scheduled with the Exhibit coordinator. The exhibitor assumes total responsibility for the transportation of all work to and from the Library. If the Library must dismantle an exhibit because it is not removed as scheduled, the Library is not responsible for any damages. The Library does not provide staff to serve as attendants during an exhibit. The provision of an attendant (if desired) is the responsibility of the exhibitor.

