

Art Exhibit Guidelines and Policies

Art Exhibit Policy

The Jemez Springs Public Library encourages local residents (in zip codes 87053, 87044, 87024, 87025) to display their own original works of art to the community. Art may be displayed in the Conference Room.

Applications for exhibits must be made through the Library Director and will be processed on a first-come, first-served basis. Children and adults who have various degrees of maturity view library exhibits; therefore, exhibits on display must meet standards established by the library personnel. Library personnel reserve the right to reject any exhibit in full, or in part.

Exhibits will normally be limited to a period of two months, with definite display dates established in advance. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance with the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.

Prior to display, the exhibitor will provide the Library Director with an itemized list of art items (with prices listed if being offered for sale.) Artists are encouraged to post a statement about their works.

The library's insurance policy covers only items owned by the library. Artists must provide their own insurance coverage if desired. All exhibitors are required to sign a release agreement that releases the library from responsibility for any items in the exhibit.

The following documents must be provided to and read by exhibitors: Art Exhibit Policy, Selection of Work for Exhibit, Exhibition Guidelines, Application, Release Agreement.

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Selection of Work for Exhibit

1. Artists must submit representations of their work. All work must be original by the submitting artist. Artists should submit no less than 5 and no more than 12 digital images of artwork. Library personnel will determine the specific pieces to be exhibited, but will attempt to accommodate the artist's preferences. Library personnel reserve the right to select individual works to be shown with the works of other artists, or may provide the opportunity for a one-person show. Applications are processed on a first-come first-served basis. Applications for group exhibits will be considered with the same limits on total number of pieces.
2. Library personnel will decide on the suitability of any art and any written material that might accompany an exhibit. Library personnel will consider a large range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, library personnel are mindful that all segments of the community and all age groups use the area where the art is displayed.

Specifically, library personnel seek to satisfy the following objectives in selecting and developing exhibitions:

- * To present a variety of exhibitions by local artists
- * To help local artists increase their public exposure

Works of art may be offered for sale, but this is not a requirement.

3. The views expressed in the works exhibited at the Jemez Springs Public Library are those of the artists, and are not necessarily those of the library and its staff or the Friends of the Library and their membership.
4. Please use the application form and instructions to apply.

Questions? Call the Library Director at 575-829-9155

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Exhibition Guidelines

1. Artwork may be displayed for a period of up to 2 months. No individual may reserve space more than 2 times in a calendar year. The library reserves the right to change, reschedule, or cancel exhibits when necessary.
2. All art must be hung with the track & wire hanging system installed in the conference room. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. The area available for art exhibitions is the Conference Room. It is community space for functions from preschooler workshops to large group meetings. Safety is an important consideration. Floor space must be kept clear.
3. The artist is to provide a list of art items with the name of the work and the price, if applicable. A display space measuring 8 1/2"x11" will be provided for the list of artwork and prices. Business cards may also be displayed in the provided business card holder. No other items may be attached to the walls or left on tables or other surfaces.
4. A picture hanging system is provided to display art. Maximum weight for any piece is 50 pounds. Maximum size for any piece is 3' wide x 4' long x 3" depth. The bottom of each piece must be at least 4' above the floor.
5. Works on display may be offered for sale, with prices established by the artist. The artist is responsible for conducting the sale of any work directly with the buyer, not through library staff. Works that are not for sale must be clearly designated "NFS" (Not For Sale) on the 8-1/2 x 11 information page.
6. Works sold must remain on exhibit throughout the designated period; alternatively the artist may replace a sold piece with one of similar size and style as approved by the library. The artist must notify Library Director of any sale and mark as sold the item on the price list. 10% of all sales will go the Friends of the Jemez Springs Public Library.
7. The Conference Room is kept open at all times during regularly scheduled library hours. The library's insurance policy does not include works on exhibit. Artists must provide their own insurance policy if desired. The library is not responsible for loss or damage incurred while the exhibited items are in the library. All items placed in the library are placed there at the owner's risk. All

artists are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit. The Release Agreement must be signed and submitted to the Library Director on or before the exhibit set-up date.

8. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
9. Within 2 weeks of being notified that a submission was accepted for exhibition, the artist must contact the Library Director, or designee, to arrange or confirm the exhibit dates and other deadlines, especially for promotional purposes.
10. Artists must remove artwork from the library no later than 2 days after the end of the exhibit, unless the artist has made other written arrangements with the Library Director prior to the exhibit.