

Gallery Exhibit Policy

The Itasca Community Library (ICL) welcomes local artists to exhibit their work on the ***Itasca Gallery at the Library**** exhibit wall on the first floor of the library. The purpose of the Itasca Gallery is to introduce local and regional artists to the public. It is the mission of the ICL to present a wide variety of art styles and forms to the community.

The ***Itasca Gallery at the Library*** exhibit space is approximately 32 feet wide and includes a picture rail for mounting and hanging of framed artwork.

General Guidelines:

All artwork must meet acceptable community standards.

All art exhibits must have an exhibit title.

Exhibit applications are available on the ICL website and at the library. Completed applications should be mailed or submitted to the library with attention made to the Outreach Manager.

All exhibits will be reviewed by the Outreach Manager and Library Director. The decision of both of these parties is final. Artists must submit samples of all artwork that will be put up on exhibit. This can be done in any format that the artist chooses. If the Library Director feels original work is needed to make a final decision, then the artist will be required to submit original artwork.

All reservations will be considered on a first-come, first-serve basis. Space may be reserved for one calendar month. Reservations may not be made more than one year in advance.

Artists must display a small sign on the wall on each side of the exhibit area indicating their name and contact information. Artists whose art is for sale may indicate that with a sign which will be put by the artists name. The sign must be done in a discreet manner. All prices will be put in a binder and kept at the library circulation desk. No money will be exchanged or discussed by library staff. The artist must leave a phone number so that all interested buyers can make contact. All artwork must stay up on display during the time that it is reserved. It is encouraged that the artists make a 10% donation on all items sold to the Friends of the Itasca Community Library.

Artists are responsible for the set up and removal of art displays in a timely manner. Two-dimensional artwork may only be displayed using the picture rail. ICL will supply picture hooks. ICL reserves the right to remove an exhibit that has been left past the reservation period.

ICL assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited. All artists must sign the **Art Exhibit Application** that releases ICL from any responsibility for exhibited items.

ICL reserves the right to make exceptions to these guidelines in order to take advantage of unanticipated opportunities for display or if the space is otherwise needed for library purposes.

ICL reserves the right to postpone, reschedule or curtail an exhibit at any time.

****Funding for the Itasca Gallery at the Library was made possible by generous donations from local businesses, organizations, Friends of the Itasca Community Library, The DuPage Community Foundation and individual donations.***

Board Approved:

Official Policy July 19, 2011