

ART GALLERY & EXHIBIT SPACE

Art Gallery & Exhibit Space

Policy

The Homewood Public Library's Art Gallery and exhibit spaces are available for exhibits by individuals and groups. In an effort to introduce local and regional artists to the public, the Library will endeavor to present a wide variety of art styles and forms. In keeping with the American Library Association's LIBRARY BILL OF RIGHTS, Article VI, the exhibit spaces are available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The exhibit of any given materials does not constitute an endorsement by the Homewood Public Library.

Procedures

I. Gallery And Exhibit Facilities

A. Facilities.

1. The Library Art Gallery is located on the main level between the Young Adult Department and the Adult Reading Room.
2. There are three free standing and two built-in exhibit cases on the main level.
3. Free standing exhibits on the main level will also be allowed.
4. Exhibit cases in the Adult, Young Adult and Children's Departments are reserved for Library-sponsored exhibits only.

B. Facility Capacity.

The Art Gallery's exhibit capacity has been established by the City of Homewood Fire Marshal. Fire code requires that no exhibit exceed the capacity specified for this space.

II. Reservations

A. How are reservations for Art Gallery and exhibit cases made?

Reservations for the use of the Art Gallery and exhibit cases (referred to collectively in this policy as "Exhibition Space") must be made on the application form provided by the Library (the "Application"). Anyone who wishes to make a reservation also must sign an exhibition agreement expressing intent to comply with all policies, rules, regulations, and conditions regarding use of the Art Gallery and/or exhibit cases (The "Use Agreement").

Any exhibitor who wishes to sell or offer for sale art work in a Homewood Public Library exhibition must have a current City of Homewood business license. A copy of the license must be included with the use agreement form.

Reservations will be booked on a first-come, first-served basis according to the date the Library receives the Application. No reservation is final until:

Library Services Policies

1. Library receives a signed Application and Use Agreement.
2. Library receives the non-refundable exhibition fee at least one week prior to the exhibition. The Library reserves the right to deny access to exhibit space if the exhibition fee is not paid by the required deadline.
3. The Application is approved.

B. Who approves the application?

All exhibit applications will be reviewed and approved by the Library's Art Committee. In addition to the Application, exhibitors must submit photographs of their art work and a current resume.

No exhibitor will be allowed to be present during the review. The Art Committee will be the sole judge of what is acceptable. The decisions of the Art Committee are final.

If the Committee approves the exhibition, the exhibitor will be contacted to confirm dates for the exhibit as well as other specifics relating to the installation of the exhibit. At this time the Use Agreement will be completed and signed by both the exhibitor and library representative.

C. How far in advance may reservations be made?

Exhibition space may be reserved up to six months in advance. Individuals, organizations or groups that wish to reserve exhibition space should fill out an Application and include the date(s) of the exhibit. When reserving exhibition space, be sure to include sufficient time before and after the exhibit for set-up and take-down

D. Who can make reservations?

Reservations must be made by an individual at least twenty-one (21) years of age.

E. When can reservations be made?

All requests for use of the exhibition space must be made through the Library during the Library's hours of operation by calling the Children's Librarian at 332-6616. If the Programs & Community Relations Coordinator is not available, you may leave a message on his/her answering machine.

F. How long may an exhibition last?

Exhibitions will be changed on a monthly basis. Additional time may be granted by the Art Committee believes an exhibit warrants additional time.

III. Eligibility For Use Of Exhibition Space

A. Is there an age restriction for use of the exhibition space?

Groups or individuals under the age of twenty-one (21) must have an adult or organizational sponsor for their exhibition.

B. Who is eligible to use exhibition space?

Any individual, organization or group, whether governmental, commercial or noncommercial, may use the Library's exhibition space, subject to this policy. The Library reserves

Library Services Policies

the right to refuse a reservation to any group, organization or individual who has failed to comply with the rules and regulations for use of exhibition space established by the Homewood Public Library Board of Trustees.

Granting permission to use Library exhibition space does not constitute endorsement by the Library.

IV. Purposes For Which Exhibition Space May Be Used

The Exhibition Space may be used for the following purposes: (i) commercial exhibitions (ii) noncommercial exhibitions.

- An exhibit is considered to have a commercial purpose if: (i) art work is sold or offered for sale; or (ii) the exhibit promotes a commercial enterprise.
- An exhibit that neither promotes a commercial enterprise nor offers its art work for sale is a noncommercial exhibit.

V. Fee Schedule

The following are exempt from exhibition fees:

- a. Library-solicited exhibitions
- b. Friends of the Library exhibitions
- c. City Department exhibitions
- d. Homewood Board of Education exhibitions

Exhibition fees are charged to cover the costs of installation and dismantling of an exhibit, building maintenance, and general wear and tear.

A \$10.00 exhibition fee is charged for non-library solicited exhibitions.

A \$25.00 exhibition fee is charged for commercial exhibitions. In addition, the exhibitor will donate to the Friends of the Homewood Public Library 15% of the sales proceeds from any artwork sold while on display at the Homewood Library. The donation must be made to the Friends of the Homewood Library within two weeks after the exhibition showing is over. Checks must be made out to "Friends of the Homewood Public Library."

VI. Cancellations

The Library should be notified immediately if an exhibition must be canceled. Notice of cancellation must be provided to the Children's Librarian or Director, either in writing or by telephone. Exhibition fees will be refunded or credited as follows:

- Exhibition fees will be refunded if cancellation notice is provided to the Library at least one month before the scheduled exhibition. Otherwise, all exhibition fees will be forfeited.

Library Services Policies

- If a reception was scheduled in connection with the exhibit, any Room Deposits and Rental Fees will be refunded in accordance with the cancellation notice requirements established in the Meeting Facilities Policy.
- If the exhibition is canceled due to a decision made by the Art Committee, a full refund will be provided.

VII General Guidelines

1. The Library will require a complete inventory of each item in an exhibit, including title, medium, dimensions, description and estimated cost.
2. Transportation and delivery of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor must be present for the installation and dismantling of an exhibit.
3. Unless special arrangements are made with the Library, exhibits are set-up on the first of the month and dismantled the last day of the month.
4. All artwork must be hung from the ceiling rail of the Art Gallery walls using the chains or 100-lb weight monofilament provided by the Library.
5. The Library reserves the right to final approval of the design and appearance of the exhibit.
6. Labels, gallery list, signs, or posters will be provided by the exhibitor. The Library reserves the right to final approval of the appearance and design of all such materials.
7. Wall labels must be applied with adhesive material supplied by the library.
8. Prices of items for sale will be noted on the gallery list only and not on wall labels.
9. The Library will not in any way facilitate or become involved in the sale of artwork from the exhibition.
10. The exhibitor will be responsible for payment of all applicable sales tax.
11. The Library will provide no special security personnel. Security arrangements for the Gallery space and exhibit cases are the same as for other areas of the Library. The risk of loss, theft, or vandalism will be held by the exhibitor.
12. If the exhibitor wishes to hold a reception at the Library in connection with the exhibit, the exhibitor must reserve a meeting room through the Library's Meeting Room Coordinator. With the approval of the Director or Assistant Director, special arrangements may be made for a private, after hours reception in the Art Gallery.
13. The Library in cooperation with the exhibitor will distribute publicity announcements and articles regarding the exhibit to local and regional media. Basic biographical and professional data will be required from the exhibitor in preparing such public relations information.
14. The Library reserves joint approval rights with the exhibitor on copy and design of any invitations or announcements which are sent out by the exhibitor in conjunction with the exhibit.

The Homewood Public Library Board reserves the right to alter this policy without prior notice.