

Carbondale Public Library Art Exhibit Policy

Introduction

The Carbondale Public Library is offering exhibit space for local and regional artists to display their original works of art. The purpose of the art exhibits is to enrich the library experience for patrons and to provide a venue for artists to display their creations to the public. Local and regional artists and art organizations, from amateur to professional, are invited to apply for an exhibit.

Exhibit space and duration

The walls along the north and south ramps are used for exhibit space. Wall space is available for two dimensional art pieces with suitable framing. The north ramp has 28 linear feet of wall space and an average of 26 inches of vertical space. The south ramp has 49 linear feet of wall space and an average of 52 inches of vertical space. Three dimensional art can be hung from the rafters. Art will be exhibited for six weeks.



South Ramp gallery space



North Ramp gallery space



South Ramp gallery space

Conditions for use of exhibit space

1. Artists must complete the Art Exhibit Application form available on the CPL website or at the CPL circulation desk. Applications should be submitted to the CPL Volunteer Coordinator. Decisions about whether an exhibit is appropriate for the library will be decided by the CPL Volunteer Coordinator and the CPL Director. Library staff reserves the right to reject any exhibit in full, or in part.
2. Promotion of the exhibit is the responsibility of the artist. CPL staff will enhance the promotion by including information about the exhibit on the CPL website, social media, local media, newsletter and bulletin boards. Art exhibits may not promote any commercial enterprise. Permission to photograph and reproduce any work accepted for exhibition for publicity purposes is considered granted unless otherwise stated in writing.
3. If an artist would like to sell their creations, we ask that they contribute 10% of the sale to the Carbondale Public Library. Artists may include a purchase price on an information card accompanying each piece. Artists also have the option of making a numbered price list. CPL staff will sell works of art for the artists. We will provide a receipt for the purchase and will deduct the 10% contribution. Proceeds from the exhibit will be disbursed to the artist after the exhibit has ended. CPL will waive the commission for non-profit groups. Artwork that is not for sale must clearly be marked as “not for sale”.

4. If a piece of art is sold, buyers are asked to leave the piece in the exhibit until the duration of the exhibit is complete. A “not for sale” sign should be placed on the sold piece of art.

5. The Carbondale Public Library, Carbondale, Illinois, staff and board of trustees assumes no responsibility for the preservation, protection, damage, loss or theft of items displayed in the exhibit. Exhibit areas are within sight of the library circulation desk and will be supervised. Artists must provide an itemized list of art items to the Volunteer Coordinator prior to the exhibit opening. Artists are expected to remove items on the final day of their exhibits.

Additional information:

Applications will be reviewed on a first come, first served basis. Applicants will receive a written confirmation letter accepting or denying the request for an exhibit within one month of the application date.

Installation of art pieces is the responsibility of the artist under the supervision of the Volunteer Coordinator, Library Director or library staff. Appropriate, durable framing must be used for hanging art. The Carbondale Public Library bears no responsibility for bodily injury to the artist or damage to the artist’s artwork or materials.

Postcards or flyers in electronic form advertising the exhibit can be forwarded to the Volunteer Coordinator for use in promoting the exhibit. Please forward materials at least one week before the exhibit begins.

The Carbondale Public Library does not provide insurance coverage for artwork exhibited at the library.

Artists may hold an opening event in the exhibit area or in the meeting room according to CPL Meeting Room Policies and Regulations.

I have read and agree to the policies required to display my works of art at the Carbondale Public Library.

Name _____ Signature _____ Date _____

For further information, contact Patrick King, Volunteer Coordinator, Carbondale Public Library, (618) 457-0354, extension 315 or email pking@carbondale.lib.il.us

Thank you for your interest in displaying your works of art at the Carbondale Public Library.

Carbondale Public Library Art Exhibit Application

Date _____ This is an exhibit for _____ an individual artist _____ a group of artists or organization

Artist or organization name _____ Exhibit name _____

Organization primary contact person _____ (if applicable)

If you are applying for a group exhibit, each artist must sign the art exhibit policy

Mailing
address _____

Daytime phone _____

Email address _____

Web page (if available) _____

Artistic medium (oils, mixed media, photography,
etc.) _____

Requested exhibit month _____

Have you exhibited your artwork elsewhere previously? ____ If so, where and when? _____

Will the artwork you wish to exhibit be available for sale? _____

Additional information required:

Provide a brief biography or artists statement. Provide 3-5 samples of the artwork to be displayed. These can be delivered in the form of an email, web page address or photos/CD's included with this application. Please do not submit original artwork for review.

Please be sure to review and sign the Art Exhibit Policy.

Send your submission to:

Volunteer Coordinator
Carbondale Public Library
405 West Main Street
Carbondale, IL 62901

Or email your completed application and statement to: pking@carbondale.lib.il.us.