



Art at the Main Library Checklist and Reminders

We are happy to welcome you to the Main Library to hang your artwork. Please use this checklist to ensure a smooth installation and removal of your work.

- Did you prearrange your installation and removal time with the art program coordinator? Unfortunately, the coordinator's schedule is limited and cannot accommodate last minute scheduling.
- Is your art ready to hang? It needs to be suitably framed and prepared to hang on our hanging system, Walker Display <http://www.walkerdisplay.com/> Refer to that website if you have questions about how the system works. The coordinator will be on hand but is not in the position to assist with hanging the artwork.
- Do you have painter's tape? That is the only adhesive we allow on our walls.
- Do you have labels for your artwork printed out and ready to adhere to the wall? If not, you may use our printers to print out Word documents for a cost of \$0.15 per page. The library cannot be responsible for providing card stock, tape, glue or scissors to prepare your labels.
- Have you sent a jpg to the art program coordinator so that they can use that to promote your show?
- Have you told all your friends, neighbors and family members that your work is going to be at the library? If they do come by and have a Facebook account, encourage them to "check in" and to tag any pictures. Our Facebook address is Facebook.com/OCNCLibrary

If you have any concerns or questions, please contact the art program coordinator, Libbie Hough, lhough@orangecountync.gov