



## **ART POLICY AND GUIDELINES**

To bring together art, literature and people in the same place, The Orange County Public Library exhibits artwork at its Hillsborough and Carrboro locations.

The Main Library has a calendar of exhibitions and displays artwork from area schools, emerging artists, as well as experienced artists. Some shows are juried and others are not. The library also periodically presents its own non-juried exhibitions using literary or other themes. Timeframes of all exhibitions are decided upon by library staff.

The Orange County Public Library does provide suitable hanging and display materials, including a locked glass display in the foyer.

Note: Art in the Carrboro Branch Library, is decided upon using a different process than outlined below. For more information about art in the Carrboro Branch Library, contact Nerys Levy at [filevy@mindspring.com](mailto:filevy@mindspring.com)

### **TYPES OF EXHIBITIONS**

#### School Exhibitions at the Main Library

Schools may contact library staff to see if space is available for showing work by their students. Timeframe of a show as well as type and number of works is up to the discretion of library art program coordinator. No applications are needed for school exhibitions. However, if your school is not currently on the library's art calendar, we ask that you contact art program coordinator at least four (4) months' in advance of your desired timeframe.

#### Juried Exhibitions at the Main Library

The library will extend a Call to Artists eight (8) weeks in advance of any juried exhibitions. A panel comprised of local artists and library staff will make the decision as to which art will be accepted for any juried show. Artists living or who have studios in Orange, Alamance, Caswell, Person, Chatham, Durham or Wake counties may respond to the Call for Artists.

#### Juried Exhibition Process Overview

- Applications will be accepted only in response to a publicized Call to Artists.
- Applications will be posted online or will be available at the library eight (8) weeks in advance of the application deadline.
- All applications must be completed and include digital images on a CD or a thumbdrive
- The library will notify the selected artists via email or phone and then coordinate:
  - Dates for installing and removing the show

- Installation locations within the library
- Dates and times for an opening reception, if desired
- Publicity for the show (see below for more details)

### Non-juried Exhibitions at the Main Library

The library periodically presents its own non-juried exhibitions using literary or other themes. The art program coordinator will work with the artist(s) to determine:

- Dates for installing and removing the show
- Installation locations within the library
- Dates and times for an opening reception, if desired
- Publicity for the show (see below for more details)

## **INFORMATION FOR ALL SHOWS**

### Artwork Requirements

The library welcomes works of art in any media. However, all works must be:

- Original, handcrafted by the artist(s).
- Stable enough to withstand handling and exhibiting, suitably framed and / or prepared for hanging. The library does not allow for artwork to be taped or tacked to its walls. Note: The library cannot guarantee that artwork will not be touched.
- Suitable for all ages.
- Labeled for display by the artist(s) or representative for the artist(s). Labels can be placed on the library's hanging system, or on the wall with pre-approved painter's tape only. Any wall damage is the responsibility of the artist.
- Installed and removed by the artist(s) or representative for the artist(s).

### Publicity Options

The library will help promote art shows using a mix of the following:

- The library's online art calendar.
- Facebook and Twitter.
- Online community calendars.
- A press release. If a press release is issued for a show, the artist(s) will provide a statement of work, a high resolution image of one of the selected pieces, and contact information for further interviews / questions from press.
- The library's e-newsletter(s).
- An opening reception. The Orange County Public Library invites artists to have an opening reception. It is the responsibility of the artist to provide food, drink and paper products for the reception and to set up and clean up the reception space.

Note: The library's art program coordinator will decide which promotional activities will take place for a given show. The library strongly encourages the artist(s) to promote the show to his/her network, to the press, etc.

The art program coordinator will be glad to assist the artist(s) in determining which activities may be best suited for the particular show and will provide the library's logo for use in materials.

#### Sale of Artwork

- The artist(s) may elect to sell his or her artwork can be for sale.
- The artist(s) may provide promotional documentation, contact information and pricing information at his or her expense.
- Artwork sold during the exhibition must remain at the library until the end of the exhibition.
- All transactions are between the artist and the buyer, with no commission being sought by the library.
- The library is not in the position to handle sales or contact the artist to help with sales.