

## ART EXHIBIT GUIDELINES

The 95<sup>th</sup> Street Library's first floor and the Nichols Library upper level display area is available for exhibits of framed or mounted art works by local artists, students in District 203 and 204 schools, and not-for-profit groups. Normally the exhibit period is three months. Exhibits do not necessarily reflect the views of the Naperville Public Library or the Naperville Public Library Board members.

The Library Managers and designated staff members at 95<sup>th</sup> Street Library and Nichols Library are responsible for determining whether an artist's work is of a nature, format and quality appropriate for the gallery area. The library will publicize the exhibit on the library's website and social media outlets.

- A. Expectations and Requirements – The exhibit is limited to the display areas at 95<sup>th</sup> Street Library and Nichols Library. The work must be framed, mounted or otherwise prepared for hanging on the hooks provided by the library. No modification of the library facility is permitted for the installation of an exhibit. No additional exhibit space is permitted. Artists are responsible for arranging set up and removal of their artwork with library staff. The exhibit must be assembled during the first week of the exhibit period and the items are expected to remain on display until the last week of the exhibit period. The Library and the artist will determine the dates and times for the exhibit to be set up and taken down. Library staff may dispose of artwork not picked up one month after the exhibit period.
- B. Sales – Prices of the artwork may not be displayed in the exhibit. The library will not act as the artist's agent in the sale of his/her work. The artist may provide a list of the art works, including the price and the artist's contact information, which will be kept at the service desk and made available to customers upon request.
- C. Library Regulations – The library reserves the right to refuse the use of the exhibit areas to anyone whose exhibit is disruptive of library functions. The library reserves the right to withdraw the privilege of the use of exhibit areas. The Naperville Public Library and its staff assume no responsibility for the preservation, protection, insurance or possible damage or theft of any item displayed.

## Exhibitor Application

Today's Date: \_\_\_\_\_ Date artwork available: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Artwork Submission Title(s) and Size(s): \_\_\_\_\_ Number of pieces: \_\_\_\_\_

1. \_\_\_\_\_ Size: \_\_\_\_\_ height. \_\_\_\_\_ width.

2. \_\_\_\_\_ Size: \_\_\_\_\_ height. \_\_\_\_\_ width.

3. \_\_\_\_\_ Size: \_\_\_\_\_ height. \_\_\_\_\_ width.

4. \_\_\_\_\_ Size: \_\_\_\_\_ height. \_\_\_\_\_ width.

5. \_\_\_\_\_ Size: \_\_\_\_\_ height. \_\_\_\_\_ width.

Description/Medium: \_\_\_\_\_

Preferred Location:  95<sup>th</sup> Street Library  Nichols Library  No Preference

Required Additional Items:

Photographs of work (non-returnable print, digital, or electronic) submitted with application

*Additional Information:*

*All items must be ready to hang with proper hardware.*

*The Library does not provide insurance or additional security for exhibits.*

*The Library will not facilitate the sale of artwork.*

*The Library reserves the right to select artwork to be displayed.*

\_\_\_\_\_  
Library designee

\_\_\_\_\_  
Date

Naperville Public Library  
Art in the Library

**Exhibit Release Agreement**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title(s) of artwork and medium used: \_\_\_\_\_ Number of pieces: \_\_\_\_\_

1. \_\_\_\_\_ Medium: \_\_\_\_\_

2. \_\_\_\_\_ Medium: \_\_\_\_\_

3. \_\_\_\_\_ Medium: \_\_\_\_\_

4. \_\_\_\_\_ Medium: \_\_\_\_\_

5. \_\_\_\_\_ Medium: \_\_\_\_\_

6. \_\_\_\_\_ Medium: \_\_\_\_\_

Please attach photos or digital representation of artwork to be displayed.

Installation Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

I understand that the artwork exhibited will be limited to the space allowed by the library. I am responsible for installing the display with the help of library designees; providing artwork ready to be hung securely; and for providing descriptive information about the exhibit pieces.

I understand that in offering my artwork to be displayed in the Naperville Public Library that I release the Naperville Public Library, its board and employees from any liability for injury or damages, destruction, loss or theft of any item or items that may occur en route, during the display period, during installation or during removal of the exhibit. I understand that the library does not provide insurance or additional security for exhibits and that this exhibit is displayed at my own risk.

\_\_\_\_\_  
Signature of Exhibitor

\_\_\_\_\_  
Date