

Art Gallery

Andover Public Library (APL) Art Gallery Exhibit and Display Policy

MISSION STATEMENT: It is the mission of the Arts Advisory Committee to provide policies and guidelines with clear direction regarding the nature and type of artwork to be displayed in and outside the library building and to provide direction on arts programming and services.

INTRODUCTION: The Andover Public Library welcomes the opportunity for selected artists and groups to exhibit artwork for public viewing in our art gallery space. APL has chosen to provide this space for artists of diverse media and styles to display their work to the community. Content should be suitable and appropriate for the general public and would be subject to review and approval by the Arts Advisory Committee.

The Arts Committee is responsible for the selection of all display materials in the building and on the grounds of APL, using the same criteria for judging work from both amateurs and professionals to provide a high standard of quality artwork for our community to enjoy. The Arts Advisory Committee retains the right of refusal and is not obligated to accept every exhibit or item offered for display.

POLICY:

Application:

Artists are invited to apply for an exhibit date by sending a formal application to: Andover Public Library, 1511 E. Central Avenue, Andover, Kansas, 67002, ATTN: Arts Advisory Committee. An application can be obtained at the front desk in the library or from our website.

Terms for Exhibiting:

- Artists are encouraged to visit the gallery prior to the installation of their display.
- Artists are responsible for installation and removal of their art work within the scheduled exhibit period and in correlation with the Gallery Coordinator.
- Artists are responsible for repairing damage to the Art Gallery. The Gallery Coordinator will assess the gallery condition before and after the exhibit.
- APL will not provide storage space for artist's materials.
- The exhibit will be open during the hours of library operation unless otherwise arranged with the Gallery Coordinator.

- Descriptions of art work displayed in the gallery will be provided by the artist and approved by the Gallery Coordinator.
- A press release will be emailed to local publications. Representative work,, a description of the exhibit, and a biography of the artist will be placed on the APL website. Additional promotional materials are the responsibility of the artist. Materials are to be approved two months in advance of the opening date by the Arts Advisory Committee.
- Receptions for an exhibit are optional and should be cleared by the Gallery Coordinator. All receptions will be subject to Meeting Room Policy guidelines.
- Artists are responsible for sale and collection of monies for their artwork. APL requests a 10% donation of all sales. Purchased artworks may be picked up from the artist at the end of the exhibit.
- The Art Gallery is open to the general public and is not monitored by library staff. The room may be used for library programs and for outside community functions.
- The artist may wish to insure their art work at their own expense. APL will not provide insurance for artist's work.

Agreement to exhibit in the Andover Public Library Art gallery implies acceptance of these terms.

Andover Public Library Art Gallery Application

Name _____

Organization/Affiliation _____

Address _____

Contact Phone _____ Cell Phone _____

Fax _____ Email _____

Name of Exhibit _____

Brief Description of Exhibit _____

Exhibit month requested:

1st choice _____ 2nd choice _____ 3rd choice _____

Recent or upcoming exhibitions _____

Please submit with this application:

1. Resume
2. Artist's statement of purpose
3. CD or photographs of work to be exhibited.

At acceptance please make three copies of the signed Contract and Wavier Form. The artist is to keep one copy and send two copies to the library, ATTN Gallery Coordinator.

I have reviewed the Andover Public Library Art Gallery Policy document and agree to the conditions and terms therein.

Signature _____ Date _____

Andover Public Library Art Gallery Contract and Waiver Form

Name _____

Organization/Affiliation _____

Contact Person _____

Address _____

Contact Phone _____ Cell Phone _____

Fax _____ Email _____

Name of Exhibit _____

Month of Exhibit _____ Installation _____ Removal _____

The signature of the contact person on the line below shall be understood to imply an agreement on the part of the artist/group/artist representative with all conditions in the Andover Public Library Art Gallery Policy to display art work in the art gallery during contract dates.

Contract:

I, _____, agree to the terms of the Andover Public Library Art Gallery Policies, on this date _____.

Waiver:

I, _____, agree that the Andover Public Library is not responsible for damage or theft. I agree to establish the value of the art work displayed in the art gallery and take out my own personal insurance if deemed necessary. Date of signature _____.

**An inventory of all art work must be attached when art work is delivered.
Materials to be exhibited should be listed below:**

| Item# | Artist | Title | Description/Media | Declared Value |
|--------------|---------------|--------------|--------------------------|-----------------------|
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ANDOVER
PUBLIC LIBRARY
GALLERY
DISPLAY AREA

Display areas are indicated by shade.
Measurements are for display widths.

