



Artwork Display Policy

Goal:

The East Lake Community Library would like to support our local arts community by offering artists the opportunity to publicly showcase their work. Our goal is to display high quality original artwork, with preference being given to local artists from the Tampa Bay area.

Display Space:

The display walls for art exhibition purposes are located in the main hallway leading into the Community Room. The wall is painted white as a neutral backdrop, and is set up with a steel wall display system, giving greater flexibility for various sizes of artwork. The exhibit space is 12' in length and 8' high with 9' of additional space on the opposite wall. A security camera and integrated lighting will also be in place. All artwork must be hung on the display system; the walls are not to be used or damaged in any way.

Application Process:

The **Art Showcase Application Form** is available at the library and online at the library's website (eastlakelibrary.org). Submissions can be made at any time during the year in person, by mail, or by e-mail. Submissions are open to everyone. The Art Selection Committee will review all submissions and have sole and exclusive discretion about which artists and artwork will be displayed for the upcoming year.

Selected artists will be notified by the library's Art Liaison to arrange for the dates of the displays. Dates offered may be as much as a year in advance, allowing the library to plan up to a full year's display schedule at

a time. Each display will remain in place for a mutually agreed upon time – generally for a period of one to two months.

All selected artists are required to sign an **Exhibit Release Form** which releases the library from any responsibility for display items. The library assumes no responsibility for loss, damage, or destruction of items while in transit, while on display, or during the set-up or take down of the exhibit. All items brought to and placed in the library are done so at the owner's risk. Groups or individuals may provide their own insurance on the items they display at the library.

Guidelines:

- All artists shall present their exhibits in a tasteful, artistic, and professional-looking manner.
- Prospective exhibitors should keep in mind that the display space is located in a very open and prominent part of the library; as such, it will be viewable by patrons of all ages. The Library has the discretion to call for the alteration or removal of an exhibit at any time, based upon local community and library standards.
- The name of the artist/group responsible for the display may be included in clear view as a part of the display.
- Transporting, unloading, hanging, and arrangement of exhibits shall be the responsibility of the artist. Artists are expected to deliver and retrieve their artwork on the specific dates established with the Art Liaison.

Sales:

The library is not in any way involved in the sale of items on display. However, works for sale may be purchased by individual agreement with the artist. Prices may be displayed on individual pieces along with the artist's contact information. It is highly desirable that sold works remain on display until the exhibition period is over. If a work must be removed from the exhibit, the artist is responsible to replace it in a timely manner to maintain the integrity of the exhibit.

There is no fee for artists to display their works in the Art Showcase. However, the library will gratefully accept artists' contributions or donations related to sales of displayed art.

Publicity:

A short description, with or without photograph(s), of the display may be included in the library's advertising, including the ELCL website, Facebook page, events handouts, local newspaper articles, local radio segment, or other community newsletter/news outlets.

Promotional postcards, opening receptions, etc. will be considered by the Art Selection Committee to help publicize new exhibits, dependent upon available funding.