

ART IN THE LIBRARY GUIDELINES updated September 2016
Community Arts Council of Creston

1. CACC and the Creston Public Library are not liable for loss of, or damage to items displayed at the Library. As the library is a public venue we can only say that reasonable precautions will be taken to ensure safe handling and display of all artworks submitted. Artwork is NOT insured and artists exhibit at their own risk.
2. The length of each display will be depend on how many artists submit their names to exhibit but they will range from 6 to 12 weeks. The display committee will set the dates and times for delivery and retrieval of the art. Art must be picked up by the artist or the artist's authorized representative. The coordinator must be notified it a rep. is collecting.
3. All art must be ready for display with wires or cord for hanging art. Please do not use metal hangers or clips as the hooks for hanging may not fit. Artists should make an effort to see the display space so they know what kind of hooks are available. Artists are required to hang their own work with the assistance of the coordinator.
4. Artists will be supplied with display cards for the following information: Title of work, Artist's name, medium and contact phone number. Although there is not a space for it artists may add the price of the item as it is felt that potential purchasers will be more likely to phone if they know the price of the item they like. **ARTISTS MUST USE THE "Art in the Library" cards.**
5. Artists will be emailed the needed forms: guidelines, inventory sheets and registration form. Artists will supply the signed registration form and a copy of the completed inventory list for the display coordinator at the beginning of the display.
6. The Library will not handle sales of the art. If someone wants to purchase a painting they need to contact the artist. If the purchaser wants to take the art at time of sale the artist **MUST** contact the coordinator who will authorize the removal and contact the library staff to alert them of the removal. My phone number is 8665772. There is a 10% commission on all sales which the artist is responsible for paying. If a painting is removed the artist can add a new piece.
7. The display coordinator must be notified of any changes in the inventory and will mark them on the inventory list.
8. At the end of the exhibit artists must sign their inventory sheet indicating receipt of their artwork this reduces confusion and "oh, I didn't get all my paintings". If an artist must remove their art before the end of the display, they **MUST** notify the coordinator and make arrangements with the library to make sure the meeting room is empty.
9. **ARTISTS MUST HAVE A CURRENT MEMBERSHIP IN THE ARTS COUNCIL.** If a group is exhibiting, the group must have a membership. (individual \$15.00, group \$30.00). The Arts Council year is September to September.
10. As approximately 40 pieces of art can be displayed, the coordinator will try to arrange for a minimum of 3 artists to exhibit each session.

11. Approximately two weeks before the start of a new display the exhibiting artists will receive an email reminding them of their participation. If the coordinator hasn't heard from an artist within a few days, it will be assumed that that artist is no longer interested in displaying and an alternate will be found.

Failure to comply with these guidelines may result in an artist's name being removed from the contact list.

The display coordinator will handle publicity through posters, a notice in the paper and other means that cost nothing.

Exhibiting artists **MUST** read this information and sign acceptance of these guidelines on their registration form.