

## Public Gallery Policy

In keeping with its mission to provide a welcoming environment, along with services that strive to educate, enrich, inspire, and entertain, the Glenview Public Library Gallery plays an integral role in strengthening the Library's position as the cultural heart of the Glenview community. The Glenview Public Library strives to showcase local talent, while hosting art exhibits that include a variety of media, on diverse topics, which appeal to broad esthetic interests. Gallery space allows the Glenview Public Library to provide opportunities for artists and exhibitors to display their work to the community. These exhibits serve to enhance the overall patron experience. The Glenview Public Library's Gallery space is located on the south wall of the main Lobby.

### Application

- All artists/exhibitors interested in displaying artwork at the Glenview Public Library are invited to submit an exhibit application form, available upon request from the Communications Department. The completed form must state the theme of the exhibit, its content and the design of the display, including physical dimensions for each individual work of art.
- Each exhibit application must also include samples, color copies, slides, digital prints or CDs representing all works to be exhibited.
- All applications and accompanying information should be delivered to: Director of Communications, at the Glenview Public Library, 1930 Glenview Road, Glenview, IL 60025 or emailed directly to: [jblack@glenviewpl.org](mailto:jblack@glenviewpl.org)
- Applications will be evaluated and approved based upon quality of work, timeliness/suitability of content and medium, and consideration of the library's long term exhibit schedule.
- Artists/exhibitors are strongly encouraged to make a site visit prior to submitting an application.
- Applicants will be notified by email, in writing or by telephone as to the outcome of their application. Approved applicants must have a signed Gallery Agreement on file with the Library prior to finalizing terms for an exhibit.
- Artists/exhibitors who wish to exhibit works of art in the Library's Gallery space are governed by all Library policies, rules and regulations in addition to those relating specifically to the use of the Library's Gallery space.

### Selection Criteria

- The Glenview Public Library affirms Article 6 of the American Library Association's Library Bill of Rights:
  - Article 6: Exhibit space should be made available "on an equitable basis regardless of the beliefs or affiliations of individuals or groups."

- All work shall be reviewed and approved by the Library’s Director of Communications, in conjunction with the Library Director.
- Potential applicants will be contacted upon approval of their exhibition by the Director of Communications either by telephone, email, or in writing, to confirm dates for the exhibit and to review other exhibit guidelines.
- The Library retains sole authority over evaluation, selection, manner of display and scheduling of all artist exhibitions at the Glenview Public Library. These decisions are final and not subject to review.
- Controversial works of art work will not be excluded because of subject matter; however, a community standard may be applied because of the diverse age range of the population served by the Glenview Public Library.
- Patrons may challenge art on display just as they would challenge any other material available in the Library. The same procedure applies to artistic material as applies to other items in the library’s print or audio-visual collections. The Library’s “Reconsideration of Materials” form must be completed by the objector, and submitted for review and consideration, as defined in the Library’s Collection Development Policy.
- Granting permission to use Library Gallery space does not constitute endorsement by the Library. ( see **Endorsement**)

### **General Rules & Guidelines**

- There is no cost to an individual artist or exhibitor to use the Library’s Gallery space.
- Transportation and delivery of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor is responsible for the installation and dismantling of an exhibit, with the assistance of appropriate Library staff.
- The Library’s Gallery has an existing hanging system (Walker Art Display System) that shall be used for the display of all artwork. All artwork must be “ready to hang”; that is, all two-dimensional work must be properly matted/ framed and identified. Artwork shall be hung with the appropriate components of the display system.
- The Library’s hanging system allows for some flexibility in height and location of paintings. No additional hooks, nails or other fasteners shall be attached to the walls of the Library, unless provided by the Library.
- Exhibit labels will be determined by Library staff and are to be applied with adhesive material supplied by the Library.
- No prices are to be listed on exhibit labels; no sale of artwork may be made in the Library. However, information will be provided to interested parties regarding whom to contact about individual pricing and/or purchase of art.

- The artist or exhibitor must submit to the Library a complete inventory of each item to be exhibited, including title, medium, dimensions, description and estimated cost.
- The Library, in cooperation with the artist or exhibitor, will distribute publicity announcements and articles regarding the exhibit to local media, as well as to Library patrons. To facilitate such publicity, an artist's statement and basic biographical/professional information will be required from the artist prior to installation of the exhibit.
- Exhibit schedules vary. Display periods will be determined by the Library's Director of Communications and are dependent upon the Library's long term scheduling needs.
- The Library will provide no special security for art exhibits. Security arrangements for the Gallery space are the same as for other areas of the Library. The risk of loss, theft or vandalism will be held by the artist or exhibitor alone and are subject to the artist or exhibitor's own insurance policy.
- The Library may choose to sponsor a Gallery Talk in conjunction with an exhibit. Talks are based solely on the Library's programming schedule.
- Installation and removal of work is the responsibility of the exhibiting artist, group or organization, and must be done in coordination with appropriate Library personnel. Library Staff shall have final approval of any exhibition layout.
- The Library may remove any materials not taken down from its Gallery space by the agreed upon time. The Library shall not be held responsible for artwork not retrieved by the designated date.
- Library sponsored exhibits take precedence over other exhibits at all times. During the display period, the Glenview Public Library, at its discretion, may terminate the exhibit upon written notice to the artist, group or organization responsible for the exhibit, if the Library Director or the Library Board of Trustees determines that the Gallery space is needed for a specific Library purpose.

### **Damages & Liabilities**

- Each group or organization using the Glenview Public Library's Gallery space must indemnify and hold harmless the Glenview Public Library (and the Village of Glenview) for any accidents which may be sustained on its premises.
- In addition, each artist or exhibitor using the Library's Gallery space shall be responsible for any damage to the room and/or Gallery space caused during installation or dismantling of their exhibit. A charge will be assessed for all special cleaning or repairs made necessary. The cost of repairs, up to the full replacement costs of damaged materials and equipment, shall be assessed.
- The Library takes reasonable precautions to protect artwork and displays; however, the Library is not responsible for vandalism, damage or loss of any items displayed by an exhibitor. Exhibitors shall sign a form acknowledging their own responsibility for materials left on display at the Library.

## **Endorsement**

The Glenview Public Library reserves the right to refuse the use of its Gallery for any display deemed unsuitable for the Library's facilities or incompatible with its mission or purposes.

The use of the Library's Gallery does not constitute Library endorsement of the philosophies, practices or viewpoints of the individual artist, exhibitor or group.

## **Withdrawal Of Privileges**

The Library reserves the right to revoke permission to use the Gallery space to any artist or exhibitor who violates or refuses to comply with the policies, rules and regulations of the Glenview Public Library in addition to those established for the use of the Library's Gallery space.