

Adopted: 10/2023

## Art Exhibit Policy

*The Library provides art exhibit space so the community can view the work of local artists. The works on display often express a diversity of social, cultural, religious and/or individual values. However, like the books on the shelves, the display of these works is not an endorsement of any such values by the Library, its Board or its administration. Consistent with the First Amendment, the Library is committed to avoiding censorship, and (unless violative of Library policy) items are not excluded from display because of their content or potential to cause controversy.*

### For Library Organized Art Exhibits

The Long Beach Public Library (LBPL) accepts proposals from the public for art exhibits or puts out calls for artists to submit pieces for community-wide art exhibits.

For the Main Library Art Gallery (2<sup>nd</sup> floor), individual artist exhibits or community-wide art exhibits occur in March, July or August.

The Youth Gallery (Main Library 2<sup>nd</sup> floor) is reserved for kids, teens, and organizations serving kids and teens. Exhibits in the Youth Gallery must be displayed for at least one month but no more than two months, at the sole discretion of LBPL's Art Exhibit Committee.

### GUIDELINES

All exhibits and displays must be approved by the LBPL Art Exhibit Committee. Requests must be submitted online via the Art Exhibit Proposal Form. Individual artists may submit proposals to be considered for one-person exhibit every two years.

Factors considered in the approval process include:

- consistency with Library's mission;
- relevance to community needs and interests;
- subject matter;
- quality of presentation;
- space requirements; and
- timeliness.

Exhibit proposals are reviewed once per quarter. Due to the high number of proposals received, only those whose proposals are accepted will be contacted. The decision of the Art Exhibit Committee cannot be appealed.

Upon acceptance, artists will receive a contract which provides exhibit procedures covering the time before, during, and after the exhibit. Exhibits are limited to no more than one month. Exceptions are made by Library Administration only.

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All exhibits must be delivered to the Library by the artist at the time and date specified in the contract. All art works (i.e. paintings, prints, etc.) must be properly framed, matted, or mounted. Exhibit mounting and dismounting shall be the responsibility of the artist. The artist(s) is required to utilize the hanging hardware provided by the Library.

Artwork may not be removed from the gallery or exhibit space during the duration of the display without the knowledge and permission of the Art Exhibit Committee. Exhibits or displays that are not removed on the date established by the Library, and noted in the contract with the artist, will be removed by the Library. Any expense for such removal will become the responsibility of the artist.

Exhibits cannot in any way disrupt the normal routine of the Library.

### **LIABILITIES**

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Artists must sign a release form before any items can be displayed or exhibited. Carrying specific insurance against the theft of, or damage to, works displayed in the gallery, is the responsibility of the artist

### **PUBLICITY**

All publicity materials must be created by the Library or submitted for Library review and approval. Publicity materials must include the Library's logo, address, and phone number.

An artist who wishes to host a reception in the Library must reserve a date and time with the Head of Programs.

### **PROCEDURES FOR GALLERY EXHIBITS**

Artists are expected to:

- load in all pieces for the show;
- hang the show, with gallery committee approval and supervision;
- number the pieces;
- provide info to the Programs & Marketing Department to produce display cards;
- dismantle and remove all pieces at the conclusion of your exhibition.

If desired, artists may:

- write a news release, to be approved and sent by the gallery committee, at least two weeks before the opening of the exhibit;
- produce and send invitations;

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- provide a guest/visitor sign-in book;
- Make all arrangements (including catering, room setup, and custodial cleanup) for a reception.

If pieces are sold, the Library suggests a donation in the amount of 10% of the sale price be made to Long Beach Public Library in recognition of the Library's role in displaying their work.

#### **For Exhibits Organized by Partner Organizations**

For exhibits at other times, the Library collaborates with the Long Beach Art League and the West End Visual Artists Guild to make local art more visible in the community at the Main Library and the West End branch.

These organizations are independent entities and are not a department or subsidiary of the Library. Each has their own criteria and procedure for exhibits. Interested artists must contact those organizations for more information on monthly exhibits.

At least four exhibits per year by the above-named organizations must be open to non-member artists.

Annual schedules for exhibits (including hanging and dismantling), meetings, and receptions must be submitted at the beginning of each fiscal year for approval by Library Administration. The Long Beach Art League and the West End Visual Artists Guild must adhere to all guidelines outlined above under "Library Organized Art Exhibits". Deviation from those guidelines and procedures must be approved in advance by Library Administration.