

Art Exhibit Policy

1. Sparta Free Library maintains spaces for exhibit display in the library facility. The use of these spaces is intended to further the library vision and mission as adopted by the library board and not for personal use.
2. Exhibit spaces are available to organizations and individuals engaged in educational, cultural, intellectual, charitable, and other activities of interest.
3. No fees will be charged to use a library exhibit space.
4. All exhibits not sponsored by the library must be approved by the library staff. Applicants must submit samples or photos of their work for preview. Since the library sees a large number of visitors of all ages, the staff will consider the appropriateness of the exhibit for those varied audiences. Library staff reserves the right to exclude submitted art for display.
5. Exhibit spaces are available for up to two months and must be scheduled in advance. Scheduling may be limited as necessary to ensure access to the space for the entire community.
6. The library does not assume responsibility or liability for art work exhibited in library facilities. Further, each individual or group is responsible for their own insurance coverage of the exhibit if needed, as Sparta Free Library does not offer insurance protection.
7. The library may publicize exhibits, but is not obligated to do so.
8. All selected artwork must be delivered to the library ready for display.
9. Library staff is responsible for the installation and removal of the exhibit at the time and in the manner specified when the exhibit is scheduled. Exhibitors may be required to assist and/or supply materials needed for installation or removal.
10. The exhibit must include a clearly visible sign or title cards identifying the individual or group responsible for the exhibit. Contact information for the artist(s) should be included. Displaying a price tag on the art pieces is prohibited.
11. Any art work left at the Library 30 days after the designated pick up date, (typically the next business day after the end of the exhibit), will be considered abandoned and become property of the Sparta Free Library. Sparta Free Library reserves the right to dispose of abandoned work in any way deemed appropriate, (i.e., auction, donate, or sell).

Eligibility

The Sparta Free Library Art Program is open to all visual artists who meet the following criteria:

1. Artists who are professional and of serious intent including art students working with practicing artists/teachers may be considered.
2. While previous experience in displaying art in public settings is not required, artists should consider the appropriateness of their work for public display. (Appropriateness in terms of media, subject matter, scale and placement within the limits of the display space).

Selection Criteria

Criteria to be used in the selection of artwork for public display by the Sparta Free Library shall include, but not be limited to, the following:

1. Artistic Quality: Works of art must be unique and shall include excellence in craftsmanship, originality in conception, and integrity of materials.
2. Media: All forms of media may be considered.
3. Subject Matter: While the Sparta Free Library looks forward to displaying a variety of media and subject matter, the artwork must be appropriate for a public setting and for viewing by all age groups. Artwork that would be considered offensive or disturbing to the general public, (i.e. work depicting sex or violence), will not be selected for display.
4. Scale: Works that are too large or do not allow for adequate and /or safe viewing from the desired display angle.

The library reserves the right to cancel a reservation for exhibit space if the space is required for use by the library or library related organizations.

Applications will be accepted on a rotating basis and reviewed monthly.

The applications for reservations are available by contacting library director at spartalibrary@wrlsweb.org or (608) 269-2010 extension 4.

I agree to the terms as described above.

Name _____

Address _____

City, Zip _____

Telephone Number _____

(Alternate Telephone Number) _____

Email _____

Description of proposed art piece (can include a sketch)

Artists Signature _____ Date _____

*Sparta Free Library reserves the right to use the Artists Name and Images in the media and other advertising, promotional, and public relation resources.

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