Art Exhibit Policy

The Niagara Falls Public Library offers exhibit space to the general public. It encourages exhibitions of painting, photography, sculpture, crafts, and other collections that are unique or historically significant and intended for civic, cultural, educational and recreational purposes. Providing exhibit space to the public assists the library in fulfilling the mission of promoting intellectual freedom, life-long learning and increasing the public’s awareness of the library’s resources. Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks that best meet the standards for acceptance and all exhibits are free and open to the public.

EXHIBITION CRITERIA

The Library Director in consultation with Board of Trustees shall be responsible for all decisions on whether or not to exhibit art work at the Niagara Falls Public Library. The Library strives to present exhibitions that promote access to, and stimulate interest in, a wide variety of ideas.

Exhibitions will be evaluated based on the following criteria.

- Quality: The inherent quality and authenticity of the work.
- Media: All visual art forms may be considered subject to limitations set by the Art Committee.
- Artist: Selector will consider local /national/international artists with priority given to artists residing in the city of Niagara Falls, New York.
- Style and nature: The artwork should be appropriate in scale, material, form and content for the cultural and physical environment in which it is to be placed and exhibited.
- Elements of design: The Library Director and the artist will take into account that public art may have considerations other than the aesthetic, including that it may serve to establish focal points; modify, enhance, define, or terminate specific spaces; or establish identity. Relevance to the community and the collection will be considered.
- Copyrights: All work must be in compliance with current copyright laws.
- Safety: No work will be accepted that creates unsafe conditions or factors that may bear on public liability or use of the library.
- Condition: The artwork must be in good condition.
- Storage: The Niagara Falls Public Library is unable to provide storage for the artwork.

GENERAL POLICIES:

- Artwork displays will be scheduled for a period of one month.
- Library use of display areas take precedence over any other use and the library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for library purposes.
• Library produced or solicited displays (including children’s artwork) will have priority over
displays proposed by non-library groups or individuals. In addition, preference is given to
applicants of the City of Niagara Falls.
• The Library reserves the right to refuse display space to exhibits that, in its opinion, do not
further the mission and philosophy stated above.
• Permission to exhibit art work at The Niagara Falls Public Library does not
constitute an endorsement. The views expressed in the artwork collection and
exhibitions at the Niagara Falls Public Library facilities are those of the
artists and not necessarily those of the Library, its staff, the Board of
Trustees or supporting organizations.
• The Library assumes no responsibility for theft, loss, damage or destruction of items left for
display.
• All displays will meet existing State and Federal laws on obscenity, libel, defamation of
character or invasion of privacy.
• The name and contact information for the group or individual preparing the display must be
part of the display.
• Artwork acquired outside of this process through other means may not be exhibited.

INSTALLATION AND REMOVAL:

• The artist, or designated contact person in the case of group exhibits, is responsible for
installing and removing the exhibit at the agreed-upon time when the library is open.
• Artists are responsible for insuring artwork is ready for hanging.
• The artist will work with library staff to develop an effective exhibit.
• The actual hanging and removal of the exhibit will be the responsibility of the artist.
• Paintings, prints, drawings and photographs must be suitably framed and wired. We suggest
numbering work and displaying an accompanying information sheet.
• Artists causing damage from exhibiting works will repair the damage or reimburse the Niagara
Falls Public Library, as the Trustees of the library determine necessary.
• Exhibits will be completed 24 hours in advance of the planned opening for review by library
staff.
• Artwork must have wire hangers or other applicable hanging fixtures which will work with the
Library’s hanging display system.
• Artists must supply their own easels or display stands for free standing art.
• All artwork is to be hung or set up, and taken down by the artist.
• Pieces to be hung should weigh no more than 15 lbs.
• Ladders or stools will be provided by the Library for use in hanging or removing pieces.
• No pricing information can be displayed in the Library.

List of works displayed. The artist must provide a list with the title, size, and media of works to be
exhibited, along with the artist’s name, address and telephone number to the Library Director no later
than one week before the start of the show.
Public information. It is the artist’s responsibility to publicize art exhibits, and check current library hours and events schedule to ensure that the exhibit hours do not conflict with library operations. The library will mention the exhibit in its monthly press release.

Liability:

Because the exhibit area is not staffed, there is risk in choosing to display works at the library. The library cannot assume liability for lost or stolen art. The exhibit area is a public space that is used by many members of the community and does not have a library staff member in the space at all times.

APPLICATION GUIDELINES

How to Apply

Potential exhibitors are encouraged to view the area prior to applying to ensure that the space is suitable to their needs and vision of their exhibit.

Please include:

1. Color photographs or color photocopies showing 6-12 examples of the type of work expected to be shown. Materials should be clearly labeled with artist’s name, media, and dimensions of the work. Indicate the top of the artwork with an arrow.
2. Typed résumé or biographical paragraph
3. Brief description of the work to be exhibited
4. A self-addressed stamped envelope of sufficient size and postage for the return of your materials, or provide a local telephone number and indicate that you want to pick them up in person.

Please note:

1. No handwritten statements or résumés will be accepted.
2. Do not submit original artwork for review. Send photographs or photocopies only.
3. Materials will not be returned unless you include an envelope with postage or provide a local telephone number to arrange to pick them up in person.
4. The quality of your application materials has a direct effect on your chances of being considered for a show. Please keep this in mind when you prepare your application.
5. The Library in conjunction with the Board of Trustees reserves the right to review all work, written and visual, to be displayed for suitability.

Applications can be mailed or hand-delivered to the following address:

Niagara Falls Public Library
Attn: Executive Director
1425 Main Street
Niagara Falls, New York 14305
Thank you for your interest in exhibiting at the Niagara Falls Public Library. Please complete the following application and return it to the Executive Director.

Artist __________________________________________ Date __________________

Address _______________________________________________________________

Home phone ___________________________ Work phone _____________________

E-mail address _________________________________________________________

Please attach a typed resume’ or biographical paragraph, a brief description of the work to be exhibited, color photographs or copies showing 6-12 examples of the work to be shown. Please also include an estimated total value of all items to be displayed.

The ideal number of works you would like to exhibit __________________________
The size of the works you would like to exhibit ________________________________
Is there a 4 to 8 week period during which you prefer to exhibit?___________________
Have you exhibited your artwork elsewhere previously? If so, list where and when.

By signing this form, you acknowledge that you have read and agree to the terms outlined in the Art Exhibit Policy and that the Niagara Falls Public Library is not responsible for the security of any work displayed on the premises. Any items deemed lost, stolen, damaged or missing are the sole responsibility of the submitting artist.

_____________________________________________  _______________________
Signature  Date

Please send submission slides/photos and art exhibit application as well as a self-addressed envelope of sufficient size and postage for the return of your materials (or provide a telephone number and indicate that you want to pick them up in person) to:

Niagara Falls Public Library
Attn: Executive Director
1425 Main Street
Niagara Falls, NY 14305

Questions? Call 716-286-4911
Art Exhibit Waiver of Liability Form

Thank you for your interest in exhibiting at the Niagara Falls Public Library. Please complete the following application and return it to the Executive Director.

Artist __________________________________________ Date __________________

Address ______________________________________________________________________

Home phone ___________________________ Work phone _____________________

E-mail address ______________________________________________________________

I understand that my artwork is scheduled to be on display from _________ (mm/dd/yy) to ___________ (mm/dd/yy). I agree to pick up my artwork on or before ___________ (mm/dd/yy) during normal hours of operation and understand that items not picked up by this date will become property of the Niagara Falls Public Library.

By signing this form, I acknowledge that I have read and agree to the terms outlined in the Art Exhibit Policy and that the Niagara Falls Public Library is not responsible for the security of any work displayed on the premises. Any items deemed lost, stolen, damaged or missing are the sole responsibility of the submitting artist.

_____________________________________________ ____________________
Signature Date

Please return form to:

Niagara Falls Public Library
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