Whitehall Public Library Policies

Title	Art and Exhibit Policy
Date Approved	6/14/2017
Amended	
Prepared by	Sarah Scott

Purpose:

Whitehall Public Library's gallery wall is available as a public service in order to provide people of all ages with increased access to local artists and works of art and increase community engagement.

It is the Library's goal to:
1. Enhance and increase community appreciation of the arts;
2. Present a variety of artist exhibitions;
3. Provide opportunities for library visitors to encounter original artwork;
4. Provide opportunities for local and regional artists to expand their public exposure.

This policy has been adopted in order to address how and why works of art may be displayed, provide guidance in the selection and implementation of exhibits, and inform the public about the principles upon which exhibits are arranged.

Statement of Policy:

The Library has a slat wall to display community artwork free of charge. Dimensions are 4' high x 14.5' wide. This display wall contains a built-in hanging system; exhibits must conform to the space provided. Safety is an important consideration, and work that is fragile in nature or whose framing or display capability is of questionable durability may be rejected.

Exhibit display dates will be established in advance, and at the discretion of the Art and Exhibit Committee. Works of art shall remain on display throughout the exhibit period. Set-up and removal dates shall be coordinated with the Art and Exhibit Committee.

Whitehall Public Library reserves the right to cancel the use of the display area, including but not limited to removal of any artwork, at any time.

Prior to display, the exhibitor will provide the Art and Exhibit Committee with an itemized list of items. Whitehall Public Library is not responsible for the safety and care of works on display. The library does not assume liability for lost, stolen, or damaged works of art.

Application and Selection Criteria:

Applications to display art may be submitted by individuals, groups, nonprofit organizations and schools. Solo, group, or theme-based shows will be considered, with one person from a group designated as the contact person.

Applications to exhibit will be reviewed by the Art and Exhibit Committee on the basis of originality, artistic quality, and suitability for a family setting. Work from all media and styles will be considered.

Art must be deemed suitable for display in a public library setting. Determination of suitability rests with the Art and Exhibits Committee; works will not be accepted for display if the Committee deems that they may be offensive to viewers. This includes:

- Graphic depictions of sexuality or violence
- Works that appear designed to ridicule deeply-held beliefs or to disparage others for their race, religion, gender, sexual identity, ethnicity, nationality, etc.

Although art is subjective, all Art and Exhibit Committee decisions are final.

The Library's display of these items does not constitute endorsement of their content, but rather makes available its expression.

Publicity:

The Whitehall Public Library will promote the exhibit on its website, social media, and in the newsletter. Permission to photograph any work accepted in the exhibition for publicity purposes is granted unless otherwise stated in writing.

Sale Policy:

Any sales transactions shall be handled privately between the artist and the buyer. Artist contact information will be kept at the circulation desk and distributed upon request.

Installation and Removal:

The artist, or designated contact person, is responsible for installing and removing the exhibit at a mutually agreed-upon time. The artist will work with the Art and Exhibits Committee to develop an effective exhibit. Artwork must be able to be displayed using hanging materials provided.

The library cannot provide storage for the property of exhibitors. Works left on display beyond the removal date may be taken down by staff. The Library is not responsible for damage or loss caused by removal.

The Library welcomes citizens' feedback and opinions concerning displayed artwork. Requests to remove materials will be considered within the context of the policies set forth in this document. Anyone who wishes to request that a specific item be reconsidered is asked to contact the Art and Exhibit Committee. The committee will review the material in a timely fashion and communicate its decision to the interested party.

Art Display Release Form

I, _____, understand and agree that the Whitehall Public Library and the Borough of Whitehall are allowing me to display certain items at the Whitehall Public Library on the following dates:

Start Date: _____   End Date: _____

I have read the Whitehall Public Library Art and Exhibit Policy, and agree to its terms. I understand neither the Whitehall Public Library nor the Borough of Whitehall shall assume any responsibility or obligation for any loss or damage to any item(s) so displayed. The displayed items are not and will not be covered under any insurance policy owned by the Borough of Whitehall. I understand that I am responsible for insurance coverage for the items being displayed and the burden is on me to do so at my own cost if I so choose.

Please date, sign and attach an itemized list of display articles.

Artist Signature: _____   Date: _____

Name (Please Print): _____

Art Display Application

Thank you for your interest in exhibiting at Whitehall Public Library. Please complete the following application and return it to the Library along with examples of your work (photographs, color photocopies, samples, etc.).

Name (Please Print): _____   Date: _____

Organization (If Applicable): _____

Address: _____

Phone: _____   Email: _____

The ideal number of works you would like to exhibit: _____

The size of the works you would like to exhibit: _____

Please describe the work you wish to exhibit. Include any information not readily conveyed by your photographs (details, technique, unique characteristics, etc.)

Applications can be mailed to:
Whitehall Public Library
100 Borough Park Drive
Pittsburgh, PA 15232

Or emailed to Sarah Scott:
scotts2@einetwork.net