



GALLERY MISSION AND GUIDELINES

THE MISSION OF THE LIBRARY GALLERY

- To serve our community educationally and aesthetically and fostering the arts in the community.
- To provide exhibition space to promising emerging artist.
- To highlight local artists in the community.
- To provide a venue for established artists who wish to enrich the cultural life of Ravenna.

The gallery at Reed Memorial Library is a community gathering space that celebrates inclusivity and diversity by connecting the community to the arts through engaging, accessible, and enriching displays, programs and events.

The Library does not endorse nor take a position on any of the views presented in displayed artwork, and the Library may refuse any pieces deemed inappropriate for an exhibition. No display or exhibit space may be used for commercial purposes. Exhibits and displays should be appropriate in scale, material, form, and content for the Library environment. The Library reserves the right to refuse or remove any material judged unsuitable and to rescind an exhibition for violating its guidelines.

If you wish to exhibit your work, please fill out the attached exhibit application.

REED MEMORIAL LIBRARY GALLERY APPLICATION

Please complete the front & back of this form and attach 3 photos/images that are representative of your work. Submit the completed form to the library in person, by postal mail or email to info@reedlibrary.org.

NAME: _____ DATE: _____

ADDRESS: _____

CITY/STATE: _____ PHONE: _____

EMAIL: _____

TITLE OF EXHIBIT: _____

BRIEF DESCRIPTION OF EXHIBIT FOR CONSIDERATION:

NUMBER OF ITEMS TO BE DISPLAYED: _____

Please provide a brief artist's biography and an artist's statement (attach additional sheet if necessary):

DISPLAY/EXHIBIT POLICY

Reed Memorial Library has display cases and exhibit spaces which may be booked by individuals or groups to exhibit collections or informational displays of general interest to the public. Displays espousing a particular political or religious viewpoint, for fund-raising purposes, or to promote a business are not permitted. All displays must be approved by the Director. The Library reserves the right to refuse or cancel any display that violates Library policy. The display cases and exhibits are booked for a calendar month, although longer periods can be arranged. Displays of less than a month are not encouraged. Displays must be put in by the 5th of the booked month or the Library will reassign the case to another display. If the display cannot be put in by the 5th of the booked month, please notify the Library. The Library is not responsible for lost or damaged items.

ADDITIONAL GALLERY GUIDELINES:

- Artists will be limited to one exhibit in a 12-month period. All artwork must be matted or framed.
- If approved for an exhibit, the artist will be contacted to make arrangements for its installation. Exhibits may be scheduled up to 12 months in advance.
- The Library's track-and-cable hanging system is to be used to display the artist's work(s); cable and hooks are provided. To prevent damage to gallery walls and the display hardware, artists may not modify the system or use any other means to hang or attach art to the walls. Artist must hang artwork during regular Library open hours and remove their artwork on the dates agreed upon by the Library. Installation should not interfere with the daily operation of the Library or monopolize library staff time.
- Artists must provide an artist's statement and/or a list of titles included in the exhibit.
- Exhibits are not intended for retail sales. Therefore, no pricing information is permitted and selling is prohibited.

I have read and agree to the policy and guidelines above. I grant the library permission to include my name and images of my artwork in publicity, including the library's website, social media, and newsletter. I will not hold Reed Memorial Library responsible for the safety of my collection.

SIGNATURE: _____ DATE: _____

Staff use

Month assigned _____ Bring in materials on _____

Pick up materials on _____ Director's approval _____ Date _____