



Artwork Display Policy

Goal:

The East Lake Community Library would like to support our local arts community by offering artists the opportunity to publicly showcase their work. Our goal is to display high quality original artwork, with preference being given to local artists from the Tampa Bay area.

Display Space:

The display walls for art exhibition purposes are located in the main hallway leading into the Community Room. The wall is painted white as a neutral backdrop, and is set up with a steel wall display system, giving greater flexibility for various sizes of artwork. The exhibit space is 12' in length and 8' high with a 9' of additional space on the opposite wall. A security camera and integrated lighting is in place. All artwork must be hung on the display system; the walls are not to be used or damaged in any way. There is no extra shelf space for items other than the hanging options on the walls.

Application Process:

The Art Showcase Application is available online at the library's website via an online Jotform (eastlakelibrary.org). Submissions can be made at any time during the year via the online application. Submissions are open to everyone high school age and older. The Art Selection Committee will review all submissions and have sole and exclusive discretion about which artists and artwork will be displayed for the upcoming year.

Selected artists will be notified by a member of the library's Art Selection Committee to arrange for the dates of the displays. Dates offered may be as much as a year in advance, allowing the library to plan up to a full year's display schedule at a time. Each display will remain in place for a mutually agreed upon time – generally for a period of one to two months. If the meeting room is available, artists are welcome to hold an opening reception. The library can market this event, but it must be free and open to the public. Artists may provide their own refreshments for the reception if they choose. Please view our meeting room policy.

All selected artists are required to sign an Exhibit Release Form and an Art Exhibit Inventory. The Exhibit Release Form releases the library from any responsibility for display items. The library assumes no responsibility for loss, damage, or destruction of items while in transit, while on display, or during the set-up or take down of the exhibit. All items brought to and placed in the library are done so at the owner's own risk. Groups or individuals may provide their own insurance on the items they display at the library. The Art Exhibit Inventory assists in keeping track of all items on display.

Guidelines:

- All artists shall present their exhibits in a tasteful, artistic, and professional-looking manner.
- Prospective exhibitors should keep in mind that the display space is located in a very open and prominent part of the library; as such, it will be viewable by patrons of all ages. The Library has the discretion to call for the alteration or removal of an exhibit at any time, based upon local community and library standards.
- The name of the artist/group responsible for the display may be included in clear view as a part of the display.
- Transporting, unloading, hanging, and arrangement of exhibits shall be the responsibility of the artist. Artists are expected to deliver and retrieve their artwork on the specific dates established with the Art Selection Committee. If available and scheduling allows, an art selection committee member may be available to assist.
- Artwork must be original to the artist(s) and may not be the work of another person(s).

Sales:

The library is not in any way involved in the sale of items on display. It is highly desirable that sold works remain on display until the exhibition period is over. If a work must be removed from the exhibit, the artist is responsible to replace it in a timely manner to maintain the integrity of the exhibit.

There is no fee for artists to display their works in the Art Showcase. However, the library will gratefully accept artists' contributions or donations related to the sales of displayed art.

Publicity:

A short description, with or without photograph(s) of the display may be included in the library's advertising, including the ELCL website, Facebook page, events handouts, local newspaper articles, local radio segment, or other community newsletter/news outlets. **If there is anything additional the artist would like to promote, this information must be sent to the Marketing Coordinator.**

**East Lake Community Library
4125 East Lake Road
Palm Harbor, FL 34685
727-773-2665
www.eastlakelibrary.org**

**Questions? Please call or visit us and ask for the
Adult Services Librarian and/or the Assistant Director.**



Art Exhibit Release East Lake Community Library

Name (Please Print) _____

Address _____

City/State _____ Zip _____

Telephone _____

Email _____

Please sign, date, and attach the inventory list of display articles.

Installation Date _____

Removal Date _____

I have received, read, and accept the Artwork Display Policy of the East Lake Community Library and agree to abide by the policies and procedures. I understand that in offering my works of art to be displayed in the East Lake Community Library, I release the Library, its board, volunteers, and employees from any liability for damages or injury, loss, theft, or destruction of any item(s) that may occur during the display period, installation, or removal of the exhibit.

Signature of Exhibitor _____

Date _____

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Art Exhibit Inventory

Artist hereby acknowledges that the following inventory list is an accurate representation of the artwork to be displayed hereunder, including but not limited to description and valuation.

Title of the Display _____

Time Period of Display

From _____ Until _____ (Requested Period)

Item #	Title or Description	Artist Est. Value	Received By/Initials

I have read and understand the policies for exhibiting artwork at the East Lake Community Library.

Signature _____ Date _____

Print Name _____

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