

Art Exhibits at the Richmond Public Library

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How to Apply:

1. An artist must bring in photos of the artwork for the library art committee to see and evaluate; in addition, two pieces of work should be submitted as well. The committee will then notify the artist(s). Artists should be sure that all works are labeled with name, address, and telephone number.
2. The application form must be submitted along with the artwork.
3. Exhibitors should be 18 years of age or older, except for special group shows. Richmond area artists will receive first priority.
4. Because of the heavy demand for exhibit space, one-person exhibits may be scheduled every three years only; participants in two-person exhibits may show every two years.
5. In addition to individuals, local art associations and other bona fide art groups may apply for exhibit space. Well-established groups may ask for annual exhibits and these will be granted if space is available. Group shows are favored as they give more artists an opportunity to show their work.
6. The art committee reserves the right to determine exhibit space availability. The library also reserves the right to reschedule an exhibit for a specific library event or exhibit, although this would be a rare occurrence.

Once an Exhibit is Granted:

1. Every exhibitor is responsible for hanging his or her own show. Exhibitors must furnish all supplies necessary for hanging their work. This includes fishing line for the Gellman Room, Second Floor Gallery, and the Dooley Hall. A hammer and pliers may also be necessary. The use of nails or tape on any wall is strictly forbidden. The cost of repair for any damage to the walls incurred during hanging will be the responsibility of the artist.
2. Each exhibitor is to provide a price list and/or labels with title, artist, and price, and a short biographical or information sheet to be posted in the exhibit

area. Labels should be affixed to the back of the frame to hang below the painting frame. Please use the following 1 ½” x 3” template for labels:

TITLE
ARTIST
MEDIUM
PRICE

3. Artists must adhere to scheduled dates for hanging and removing shows (except in cases of extreme hardship, and then by approval only). No work is to be removed before the show is over.
4. An exhibitor is expected to show work done in the same medium as that of the work approved by the art committee. For example, a painter whose paintings have been approved may not substitute photographs, which may or may not be the same quality. It is also expected that an artist will not include work in an exhibit that has been shown at the library before or recently in another Richmond area space. A retrospective exhibit would be an exception.
5. The library reserves the right to eliminate work whose subject matter and/or rendering is deemed inappropriate for the library audience. The library also reserves the right to cancel a show if too few works are brought in, or to eliminate works if the exhibitor has brought too many.
6. All arrangements for installing and removing an exhibit should be made through the Staff Contact (see top of first page). Exhibitors are requested not to ask favors of other staff members (parking privileges, help with hanging, permission to leave or remove work during unscheduled times, permission to remain after library hours, etc.) unless such help has been arranged for in advance with the staff members involved. Parking space is not provided.
7. Confirmation of shows for the upcoming year is mailed in the fall. A letter is mailed to every group and/or individual artist.
8. The library is unable to insure private and group exhibits. The library will ask each individual or group to sign a statement that states that they recognize and acknowledge this fact. Many artists get their own coverage.
9. A listing of all exhibits is mailed to the news media and to local art critics. In addition, the art/artists will be featured in the Programs/Events area of the

Richmond Public Library's website on a monthly basis. The artist's biography and one or two representative photos of the artwork will be included.

10. The library participates in *First Friday*, a formal activity for the downtown area. *First Friday* is an opportunity for the library to spotlight local artists and to enhance the audience who will see their exhibits. *First Friday* consists of a monthly opening-night reception for the artists of all the library's exhibit areas—the Gellman Room, the Dooley Foyer, the Dooley Hall, and the Second Floor Gallery. It is the expectation of the library that each artist will be present to greet and talk with those who come to this event. It is advised that the artists send out invitations to the *First Friday* receptions.
11. If the exhibit results in sales, a 10% donation to the Art Fund is strongly suggested to help defray the expenses of *First Friday* and other gallery expenses.

Thank you for your interest in the gallery space at the Richmond Public Library.