

**Irvington Public Library
Martucci Gallery
Exhibition Policy**

Goals

To provide an opportunity for selected artists and community groups to exhibit their work and the public to view it, free of charge.

To give preference to artists and community groups from Irvington and neighboring areas, whenever possible.

To accept work from various media and styles, with “content” suitable and appropriate for viewing by the general public.

To apply the same criteria for judging all work whether submitted by professionals or amateurs; and to set the bar for acceptance as high as possible as determined by members of the Gallery Committee.

Applicant’s Requirements and Responsibilities

All applications will be reviewed by the members of the Gallery Committee, and its decisions will be final. Applicants may resubmit new work for review, in the next calendar year.

To apply for an exhibition, the artist must include all material required in the application and must complete and sign the application form; acknowledging he agrees to the conditions and terms therein. A studio visit may also be requested, to make a final decision or to review work in its final exhibit form.

Dates allotted for shows must be strictly observed. Exhibits run 4-6 weeks, at the discretion of the Gallery Committee and the Library Director.

Art work not removed on schedule will be removed by library staff and members of the Gallery Committee. Any expense for this removal becomes the responsibility of the exhibitor.

In the unlikely event that the library should require display/exhibit facilities for its own use, the library reserves the right to pre-empt such space, upon one week’s written notice to the exhibitor.

Exhibition Policy

-2-

Exhibitors may apply for an exhibit again after two years, and submit new work, done in the years after the first exhibit.

The exhibitor understands that the library's gallery space also serves as a program room. It is open to the public during library hours, but is not attended by library staff. The room is often used for programs of the library or community organizations while the art exhibitions are in place.

The exhibitor should be aware that by approving his/her application, the Irvington Public Library is granting a license to the exhibitor to exhibit his/her work at his/her sole risk and expense. While there have been no negative incidents to date, it must be made clear that the library accepts no responsibility for works stolen, defaced or in any way damaged, and has no security measures in place to safeguard the exhibitor's work.

The exhibitor agrees to hold the library, its board of trustees, its staff and the Village of Irvington harmless from any claim for losses and/or damages arising out of the display and exhibition by the exhibitor and shall defend, indemnify and hold the library, its board of trustees, its staff and the Village of Irvington harmless from any claim made by any person arising out of the setting up, exhibit of and dismantling of the exhibit.

It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of and will be borne by, the exhibitor, and that the Irvington Public Library will be named as an additional insured in any policy or policies of insurance obtained or maintained to cover losses to, or in connection with, the exhibit.

Installation

Installation and subsequent removal of exhibitions are the responsibilities of the artist. The library will supply hanging equipment but does not provide technical or clerical assistance, porter service, storage space or special furnishings. No labels, signs, or devices may be affixed to walls, panels or doors, which will in any way affect these surfaces upon removal. A list of the works included in the exhibit should be supplied to the library.

The Exhibition Room is not designed to accommodate sculpture or art work requiring shelves or pedestals and such exhibits are not possible.

Exhibition Policy

-3-

Publicity

The library will publicize the exhibit through its current list of media addresses. Information and glossy prints should be provided to the library six weeks in advance of the show. Any additional publicity – brochures, etc., are the responsibility of the exhibitor. Copies of news releases and flyers and other promotional materials by the artist must be sent to the library director. All such materials must be submitted for approval before use.

Openings

Opening receptions are the responsibility of the artist. See the library's Program Room Policy for fees and other information, if an opening is to be arranged.

Sale of Artwork

If works are for sale, the exhibitor must provide a printed price list, which should clearly say that the purchaser should contact the artist only, not library staff. Staff will never be responsible for any sales.

A donation of 10% on artwork sales to the library would be appreciated; this relates to work sold during the exhibition or within one month after the showing.

Fees

No fees are charged to artists for exhibitions; however, a security deposit of \$50.00 is required. The exhibitor is responsible for restoring walls, panels and hanging equipment to their original conditions. Inspection for holes in walls, lost or damaged equipment, etc. will be made before the exhibitor leaves on the day of take-down. The security deposit will be returned at this time.

Exhibition Policy

-4-

Application

Application and release forms must be submitted to the library director in writing on the official application form. It should be kept in mind that exhibits are scheduled from several months to a year in advance. Send form to:

Pamela Strachan, Director
Irvington Public Library
12 South Astor Street
Irvington, NY 10533